

The background of the slide is a collage of various flags. On the left, there is a close-up of the American flag, showing the blue field with white stars and the red and white stripes. On the right, there are other flags, including a red flag with a black and white circular emblem, a yellow flag, and a green and white flag.

DCOPS User Manual Jan 2010

<https://acpol2.army.mil/dcops-user>



DoD Contractor Personnel Office

DOCPER Contractor Online Processing System

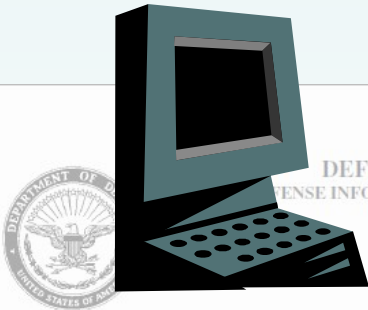
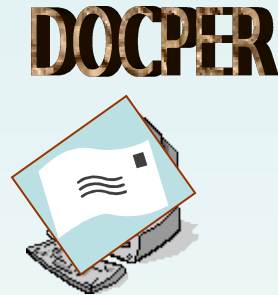
COR Training Presentation for DCOPS Online TESA/ASSA Processing

Version 4.1
2008

Date: 3 November

HOW TO GET STARTED

COR



DEFENSE INFORMATION SYSTEMS AGENCY
DEFENSE INFORMATION TECHNOLOGY CONTRACTING ORGANIZATION-EUROPE
SEMBACH AB, GERMANY

Reply To: Department of Defense CP

3 January, 2009

TO: Mrs. Calista Laws
DISA
Sembach AB, Germany


FROM: DISA/DITCO-EUR/PL512

SUBJECT: Designation of Primary Task Monitor DCA200-02-D-5010 0236

References: DISA Acquisition Regulation Supplement (DARS) Subpart 1.602


1. Pursuant to and in accordance with the statement titled "Task Monitor" in the subject contract, you are hereby designated to act as the Task Monitor (TM) in relation to the services to be provided under the subject contract. This designation is personal to you and may not be delegated to others.

HOW DOCPER CREATES A NEW RECORD



Build New Contract -- Assign COR

Navigation: [Main Menu--Contract View](#) | [Main Menu--Applicant View](#) | [View Contract Details](#) | [Reports Menu](#)

Dennis Sullivan 

After entering a new Contract/Delivery Order, look through the drop down list for a current COR. If not found, enter all of the required fields. PRESS the Save Contract data & Notify COR Login button when finished.

Save Contract data | Notify COR to Login

Select a Team Number ▼

Contract Number

[Search Contracts](#)

Delivery Order

If none, please enter "NA".

Caution: Only press the **Enter New COR** button if you wish to create a "new COR" record for this contract. Please be certain that the COR is **NOT** in the Drop-down List.

Assign contract to an Existing COR from this Drop Down List ▼

OR -- Enter New COR

Email

OR -- Edit this COR

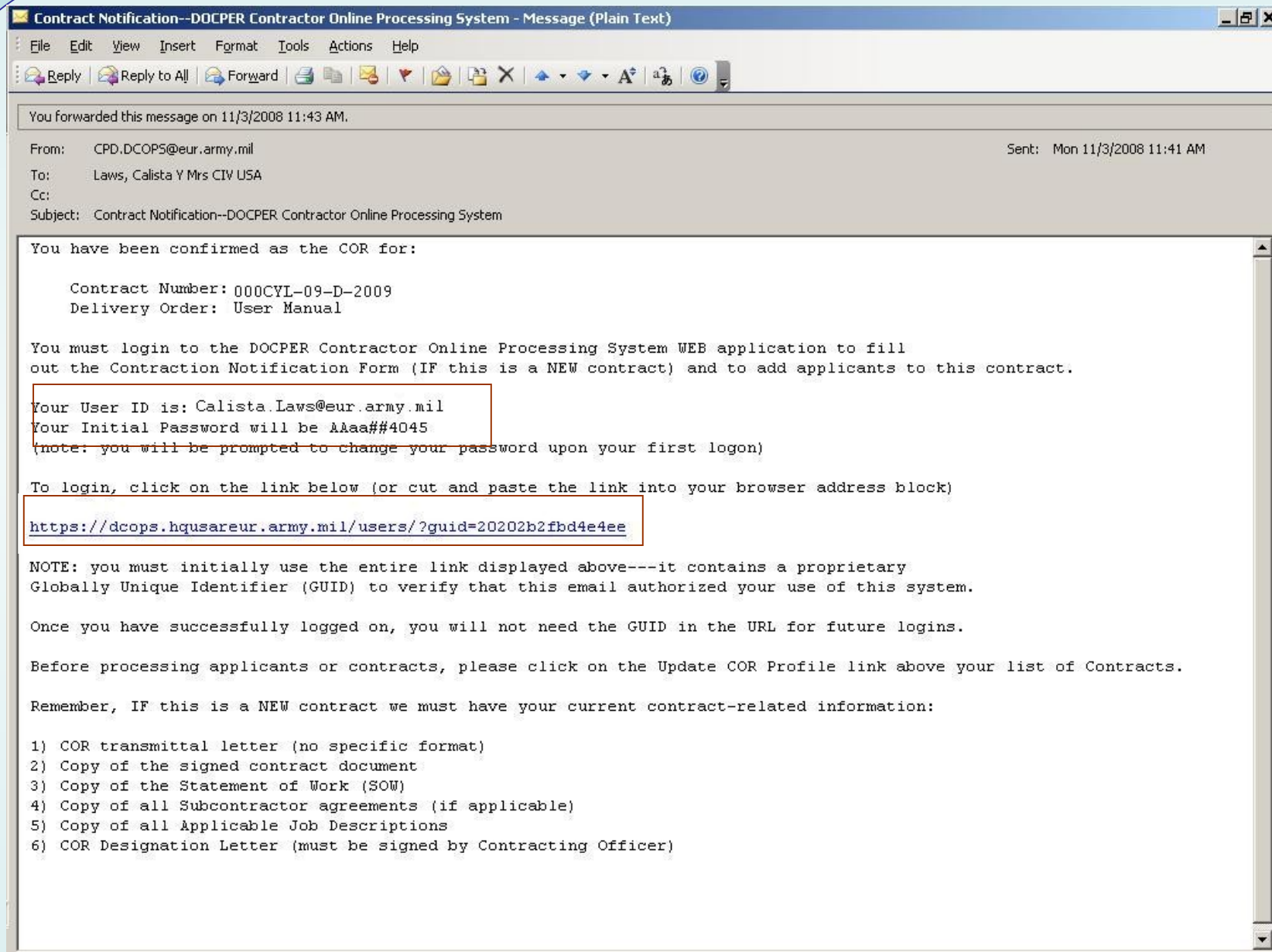
Last Name

First Name

Contract Remarks

Email Comments

THE INVITATION TO LOG IN



USING THE TEMPORARY PASSWORD



DoD Contractor Personnel Office

DOC PER Contractor Online Processing System



Login

To login, please enter your email address and password below.

NOTE: This application uses a pop-up window to insert date fields---please ensure that this URL allows pop-ups.

Email:

Password:

[Forgot or Change your password](#)

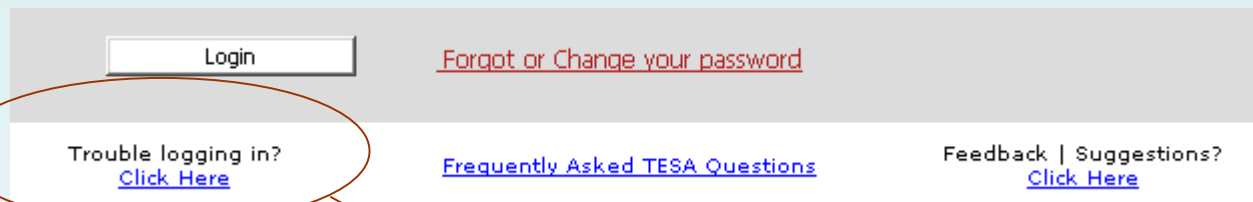
Trouble logging in?
[Click Here](#)

[Frequently Asked TESA Questions](#)

Feedback | Suggestions?
[Click Here](#)

[Click here for DCOPS Technical Support](#)

TROUBLE LOGGING IN



Login [Forgot or Change your password](#)

Trouble logging in? [Click Here](#) [Frequently Asked TESA Questions](#) Feedback | Suggestions? [Click Here](#)

Help! I can't login to DCOPS!

If you are having trouble logging on to DCOPS, please remember that there are only four things that could be causing your difficulty; 1) you are using an email address (username) that DCOPS doesn't recognize; 2) you are using an incorrect password; 3) if you have never logged in before, you are not accessing the DCOPS web application through the URL string in the email that was sent to you; 4) your browser is blocking pop-ups, in which case you probably are logging on, but the DCOPS window isn't opening because your browser perceives it as a pop-up.

I'm getting an error message:

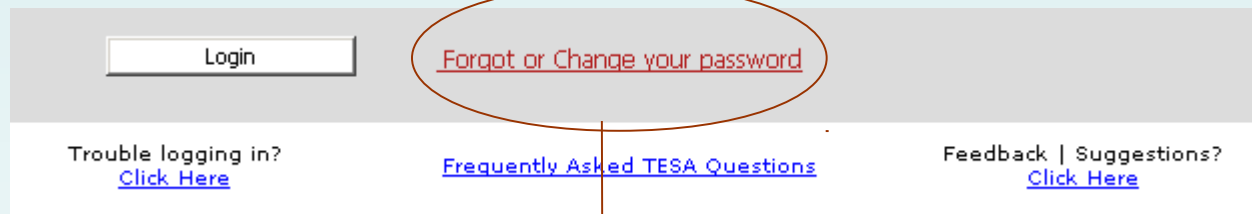
Sorry, your email address is not in the DCOPS database. Please enter your email address again or contact your COR or DDCPER representative.

Email:

How do I know if I am using the "correct" email address as my username?

The DCOPS system communicates with system users via email. In order to get access to DCOPS you must have received an email from the system. Try opening the an email sent to you by DCOPS, double click on the email address on the to line copy your email address from the dialog

RESETTING YOUR PASSWORD



Login

[Forgot or Change your password](#)

Trouble logging in?
[Click Here](#)

[Frequently Asked TESA Questions](#)

Feedback | Suggestions?
[Click Here](#)



If you have forgotten your password or want to change your password, please press the Reset Password button. A new password will be sent to the email address we have on file.

You will be prompted to create a new password before entering the TESA application system.

Email Address:

Reset Password

Cancel

FREQUENTLY ASKED TESA QUESTIONS

[Forgot or Change your password](#)

Trouble logging in?
[Click Here](#)

[Frequently Asked TESA Questions](#)

Feedback | Suggestions?
[Click Here](#)



[Close Window](#)

Frequently Asked Questions -- and Answers

Search by single word or multiple word phrase (without quote marks).

(1) What is the Consultative Commission and how does it work?

The Consultative Commission is a German-American body created in the exchange of notes of 27 March 1998 regarding the application of Article 73 of the NATO SOFA SA (Technical Experts), with the intent that it will serve to review implementation of that agreement. It is co-chaired by the US Embassy and the German Foreign Office and includes representatives from the Laender and the US Forces. The Commission has been used to address problems raised by either party regarding the implementation and interpretation of the exchange of notes implementing Article 72 (Troop Care and Analytical Support) as well as Article 73 (Technical Experts). Currently the Consultative Commission convenes on an as-needed basis in Berlin.

(3) Are the examples listed in the exchange of notes for Article 73 NATO SOFA SA the only types of Technical Experts (TEs)?

FEEDBACK/SUGGESTIONS

[Forgot or Change your password](#)

Trouble logging in? [Click Here](#) [Frequently Asked TESA Questions](#) [Feedback | Suggestions? Click Here](#)



DOCPER is committed to helping you process contracts and applicants for NATO SOFA accreditation. Please take a few minutes to complete this survey and let us know how we can improve this process.

1. Please rate the overall accreditation process.

☐ Excellent ☐ Good ☐ Average ☐ Poor ☐ Very Poor

Comments

2. Please rate your experience with the DOCPER team member(s).

☐ Excellent ☐ Good ☐ Average ☐ Poor ☐ Very Poor

Comments

USING THE PERMANENT PASSWORD



DoD Contractor Personnel Office

DOCOPER Contractor Online Processing System



Login

To login, please enter your email address and password below.

NOTE: This application uses a pop-up window to insert date fields---please ensure that this URL allows pop-ups.

Email:

Password:

[Forgot or Change your password](#)

Trouble logging in?
[Click Here](#)

[Frequently Asked TESA Questions](#)

Feedback | Suggestions?
[Click Here](#)

[Click here for DCOPS Technical Support](#)

HOW TO UPDATE THE COR PROFILE



Address,
phone
numbers
and whether
you'll be the
Trusted Agent
entered
here

DOCPER Contractor Online Processing System

Navigation: [Logout of DCOPS](#)

Calista Laws-COR

Save & Return to Main Menu Save Cancel & Return to Main Menu

Will you act as the CVS Trusted Agent (TA) for this contract? ☒ YES ☐ NO

Are you already a TA in CVS? ☐ YES ☒ NO SSN: 123 23 4562

Military Address		Civilian Address	
DSN Phone:	314-380-5945	Phone:	49-621-392-5-159135999
FAX:	314-380-6045	FAX:	49-6210-58021
Address 1	1244 Maine Court	Address 1	1244 Maine Court
Address 2	Building 888	Address 2	Geb 888
City	Sullivan Barracks, Mannheim	City	Mannheim
Postal Code	09088	Postal Code	68305
Country	<input checked="" type="radio"/> Germany <input type="radio"/> Other <input type="radio"/> United States Baden-Wurtemberg	Country	<input checked="" type="radio"/> Germany <input type="radio"/> Other <input type="radio"/> United States Baden-Wurtemberg


[Update COR Profile](#)

Processing Options*			Contract M
Contract	Applicants	Request Mod	000IT-10D-2009
Contract	Applicants	Request Mod	000CYL-09-D-200
Contract	Applicants	Request Mod	DP104-09-D-0149
Contract	Applicants	Request Mod	XXXA42-03-D-0007
		TEST	Pending Submission-DOCPER
		0025	Mod Requested by COR
			03 Nov 2008
			22 Jan 2008

* Note: If option is "grayed-out", that option is not available based on the current Contract Status.


- Select **"Contract"** to create, edit or view the Contract Notification form.
- Select **"Applicants"** to create, edit or view Applicant(s)
- Select **Request Mod** to send an email to DOCPER (a form will appear upon pressing this link)
- Select **TDY** to create, edit or view TESA TDY Contractors--NOTE: Troop Care contracts cannot have TESA TDY
- Click on the **Contract Number** link to see a read-only version of the Contract/Delivery Order.
- To view the User Manual, [Click Here](#).

INPUT CONTRACT DETAILS

**DOCPer**
Contractor Online Processing System

Contract Details

Navigation: [Logout of DCOPS](#) | [Main Menu](#) DCOPS Technical Support

Calista Laws-COR Contract: 000CYL-09-D-2009 DO: User Manual Company: 

When you finish filling out each section, press the SAVE and CONTINUE button. If all of the required fields have been filled out correctly, a checkmark will appear next to that section's title on the left hand menu. When all of the sections are checked, press Review Application.

◆ **Contract Details**

◆ Program Manager

◆ Agency Details

◆ Primary Company Details

◆ SubContractors

◆ Job Position | Location

◆ Work Synopsis

◆ Upload Documentation

Review Application | Submit to DOCPer

Save and Continue

Cancel

Contract Number

000CYL-09-D-2009

Effective Date

End Period of Performance

Final Date

Remarks

Delivery Order

User Manual

Article

72/73 - AS/TE

Select Article Type

72-Troop Care

72-Analytical Support

73-Technical Expert

72/73 - AS/TE

72/73 - IT

BPA

DELEGATING TO A PROGRAM MANAGER

DOCPER
Contractor Online Processing System

Program Manager | Point of Contact

Navigation: [Logout of DCOPS](#) | [Main Menu](#) [DCOPS Technical Support](#)

Calista Laws-COR Contract: DP104-09-D-0149 DO: TEST Company:

When you finish filling out each section, press the SAVE and CONTINUE button. If all of the required fields have been filled out correctly, a checkmark will appear next to that section's title on the left hand menu. When all of the sections are checked, press Review Application.

- Contract Details
- Program Manager**
- Agency Details
- Primary Company Details
- SubContractors
- Job Position | Location
- Work Synopsis
- Upload Documentation

Review Application | Submit to DOCPER

Save and Continue

Cancel


Provide the following information for program manager or other responsible party **IN GERMANY** (with civilian German Address)---If management is located in the USA, provide the senior contract representative in Germany.

E-Mail	<input type="text" value="PamMango@dcps.mil"/>	
First Name	<input type="text" value="Pam"/>	Last Name <input type="text" value="Mango"/>
Phone	<input type="text" value="0621-487-5070"/>	FAX: <input type="text" value="0621-487-5080"/>
Address 1	<input type="text" value="BadenerPlatz 64"/>	Address 2 <input type="text" value="Bldg 968"/>
City	<input type="text" value="MA-Seckenheim"/>	Postal Code <input type="text" value="68309"/>
Country	<input checked="" type="radio"/> Germany <input type="radio"/> Other <input type="radio"/> United States	

Do you want to Delegate the filling out of your Form to this Program Manager? ☒ YES ☐ NO

Note: By selecting "YES", you will be creating a Login account for this Program Manager. They will be able to fill out all of the information and submit it to DOCPER for Review.

Microsoft Internet Explorer

 Login Information has been sent to Pam Mango

OK

A PROGRAM MANAGER MAY...

- ✓ Contract Details
- ✓ Program Manager
- ✓ Agency Details
- ✓ Primary Company Details
- ✓ SubContractors
- ✓ Job Position | Location
- ✓ Work Synopsis


✦ Upload Documentation

Program Managers:

CAN perform most of the same tasks as CORs (i.e., filling out contract information, generating applicants, returning applications to the applicants, and uploading documentation)

CANNOT submit contracts or applicants to DOCPER.

ADDING POSITIONS




Job Position | Location

Navigation: [Logout of DCOPS](#) | [Main Menu](#)

DCOPS Technical Support

Pam Mango

Contract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency



When you finish filling out each section, press the SAVE and CONTINUE button. If all of the required fields have been filled out correctly, a checkmark will appear next to that section's title on the left hand menu. When all of the sections are checked, press Review Application.

✓ Contract Details

✓ Program Manager

✓ Agency Details

✓ Primary Company Details

✓ SubContractors

Job Position | Location

Work Synopsis

◆ Upload Documentation

Review Application

Save and Continue

Cancel

Job Type ☒ Technical Expert ☐ Analytical Support ☐ Troop Care (or TC-IT) ☐ Non Privileged

Contract Job Title

Number of positions for this Job | Location: Minimum, Unloaded Annual Salary: \$.00 (do not enter commas)

Please select a Current Location

OR enter new Location Information Below

Address 1

Address 2

City

State

Postal Code

Phone Civilian Phone #(no DSN)

Please provide physical address for the location the position will be performed, along with a civilian phone number.

Analytical Support/Troop Care/Troop Care IT Jobs

DOCPER
Contractor Online Processing System

Edit Job Information

Navigation: [Logout of DCOPS](#) | [Main Menu](#) DCOPS Technical Support

Calista Laws-COR Contract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency

When you finish filling out each section, press the SAVE and CONTINUE button. If all of the required fields have been filled out correctly, a checkmark will appear next to that section's title on the left hand menu. When all of the sections are checked, press Review Application.

✓ Contract Details

✓ Program Manager

✓ Agency Details

✓ Primary Company Details

✓ SubContractors

Job Position | Location

Work Synopsis

◆ Upload Documentation

Review Application | Submit to DOCPER

Update Job Information

Cancel

Job Type ☐ Technical Expert ☒ Analytical Support ☐ Troop Care (or TC-IT) ☐ Non Privileged

Contract Job Title

Program/Project Manager (V.1)

Arms Control Advisor (III.2.)

Force Protection Analyst (II.3.)

Functional Analyst (II.6.)

Intelligence Analyst (II.2.)

Military Analyst (II.4.)

Military Planner (I.1.)

Political Military Advisor/Facilitator (III.1.)

Process Analyst (II.1.)

Program/Project Manager (V.1)

Scientist (II.7.)

Simulation Analyst (II.5.)

Number of positions Salary: \$.00 (do not enter commas)

Please select a Current Location


OR enter new Location

Address 1

City


Postal Code Phone Civilian Phone #(no DSN)

THE SYNOPSIS



Work Synopsis

Navigation: [Logout of DCOPS](#) | [Main Menu](#) [DCOPS Technical Support](#)

Pam Mango Contract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency 

When you finish filling out each section, press the SAVE and CONTINUE button. If all of the required fields have been filled out correctly, a checkmark will appear next to that section's title on the left hand menu. When all of the sections are checked, press Review Application.

- ✓ Contract Details
- ✓ Program Manager
- ✓ Agency Details
- ✓ Primary Company Details
- ✓ SubContractors
- ✓ Job Position | Location
- ✓ **Work Synopsis**

◆ Upload Documentation

Review Application

Save Work Synopsis and Continue

Cancel

In this section, please provide a short overview of the work being performed IN Germany. Refrain from using acronyms or terms unfamiliar to the common man, as this section will be translated into German for the authorities. Three to four sentences is adequate and anything more than that may result in a return of the contract package by the DOCPER analyst reviewing the contract.


2000 characters left


Use plain language in describing work. For example, all acronyms must be spelled out on their initial reference.

Please limit your response to one-half (½) page.


18

PM vs COR

Pam Mango	Contract: 000CYL-09-D-2009	DO: User Manual	Company: Calista's Staffing Agency
When you finish filling out each section, press the SAVE and CONTINUE button. If all of the required fields have been filled out correctly, a checkmark will appear next to that section's title on the left hand menu. When all of the sections are checked, press Review Application.			
 Contract Details	<input type="button" value="Review Application"/>	<input type="button" value="Save and Continue"/>	<input type="button" value="Cancel"/>


Calista Laws-COR	Contract: 000CYL-09-D-2009	DO: User Manual	Company: Calista's Staffing Agency
When you finish filling out each section, press the SAVE and CONTINUE button. If all of the required fields have been filled out correctly, a checkmark will appear next to that section's title on the left hand menu. When all of the sections are checked, press Review Application.			
	<input type="button" value="Review Application Submit to DOCPER"/>	<input type="button" value="Save and Continue"/>	<input type="button" value="Cancel"/>

DCOPS ALSO REVIEWS THE CONTRACT

**DOCPer**
Contractor Online Processing System

Contract Notification Form Review

Navigation: [Main Menu](#) [DCOPS Technical Support](#)

Calista Laws-COR Contract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency 

Contract Status: **Pending Submission-DOCPer** [Generate Contract Notification Form](#) [Request Contract Extension](#) [Return to Contract Notification Form](#)

Your application is incomplete. Please correct the following Item(s):

You must correct the issue(s) listed below from Section: [Upload Documentation](#)


- Signed Contract Document is required.
- COR Designation Letter is required.
- Job Descriptions is required.
- Statement of Work is required.
- COR Transmittal Letter is required.
- Subcontractor Agreements is required.

Uploaded Documentation
No files referring to this contract's documentation have been uploaded

Below is all of the information you have entered into the Contract Notification Form.

Contract Details			
Article Number	72/73-ASTE	Contract Number	000CYL-09-D-2009
Effective Date	02-Nov-2008	Delivery Order	User Manual
End Period of Performance	01-Nov-2009	BPA	
Final Date	01-Nov-2014		

UPLOADING DOCUMENTATION



Upload Contract Documentation

[Logout of DCOPS](#) | [Main Menu](#) | [Edit Contract Notification](#)

DCOPS Technical Su

goContract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency

[Review Application](#) | [Submit to DOCPER](#)

The Documentation listed in the 'Target' dropdown list are required before your contract notification form can be considered by DOCPER.

click the Browse button and find the file you want to upload. Then Select from the document target drop down list the subject that your file refers to. Once the Source and Target have been ed, press the Upload Button. Continue uploading files for all required documentation topics listed above.

Source:

Browse...

Upload

Target:

COR Designation Letter

Other Documents (not on the drop down list):

[CLICK HERE](#) for an explanation of each required document.)

SUBMITTING TO DOCPER

Contract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency

Pending Submission-DOCPer

[Generate Contract Notification Form](#)

[Request Contract Extension](#)

[Return to Contract](#)

All required fields in this contract are complete.

[Submit to DOCPer for Review](#)

Uploaded Documentation

Click on the Documentation File Name link to view or print

Documentation File Name	Upload Date	Original Source File Name	File Size
COR DESIGNATION	04-Nov-2008 02:26PM	Mango Designation Letter.pdf	26,462
SUBCONTRACTOR	04-Nov-2008 02:25PM	SKE Support Subcontractor Agreement.pdf	26,462
JOB DESCRIPTIONS	04-Nov-2008 02:24PM	Job Descriptions.doc	24,064
SOW	04-Nov-2008 02:22PM	000CYL-09-D-2009_SOW.pdf	26,454
CONTRACT	04-Nov-2008 02:21PM	000CYL-09-D-2009.pdf	26,454
COR TRANSMITTAL	04-Nov-2008 02:20PM	COR Transmittal.doc	19,968

Below is all of the information you have entered into the Contract Notification Form.

Contract Details

Article Number	72/73-ASTE	Contract Number	000CYL-09-D-2009
Effective Date	02-Nov-2008	Delivery Order	User Manual
End Period of Performance	01-Nov-2009	BPA	
Final Date	01-Nov-2014		
Remarks			

Job Positions | Locations

WHEN A CONTRACT IS SUBMITTED FOR DOCPER REVIEW

All required fields in this contract are complete.

Submit to DOCPER for Review

DCOPS: COR Contract Notification Form Review - Message (Plain Text)

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward

From: CPD.DCOPS@eur.army.mil
To: Laws, Calista Y Mrs CIV USA
Cc:
Subject: DCOPS: COR Contract Notification Form Review

Calista Laws-COR has submitted a Contract Notification Form for review.

Contract Number: 000CYL-09-D-2009
Delivery Order: User Manual

Please log into the DCOPS to review this Contract Notification form.

CPD.DCOPS@eur.army.mil

DCOPS: COR Contract Notification Form Review

Calista Laws-COR has submitted a Contract Notification Form for review.

DOCPER
Contractor Online Processing System

DOCPER Main Menu

Navigation: [DOCPER Login Page](#) | [Reports Menu](#) | [View Feedback](#)

Calista Laws

[Enter new Contract Number](#) | [View 'Pending Review by DOCPER'](#) | [View TESA TDY](#)

☐ Team 4 ☐ Team 94

Contract Number for (Wildcard = %) | ☒ Only Current ☐ Show All ☐ Within Team

View Contracts	Delivery Order	Company Name
GS-35F-4461G	797-Z2-0052	SAIC
11111000---NEW	GERMANY-0001	Candia Systems
DTRA01-03-D-0017	0022	SAIC
GS-10F-02211	W9124J-06-F-0012	Systems Research and Applications Corpor
SP0700-03-D-1380 (AFRICOM)	0238	Booz Allen Hamilton, Inc.
SP0700-03-D-1380	0206	Booz Allen & Hamilton, Inc.
000CYL-09-D-2009	User Manual	Calista's Staffing Agency
FA8750-06-D-0026	0001	
W91QF4-04-D-0008		Cubic Applications, Inc.
SP0700-03-D-1380	0147	Booz-Allen & Hamilton, Inc.
SP0700-03-D-1380	0149	Booz Allen & Hamilton Inc.
W91CR8-07-C-0076	NA	A-T Solutions, Inc.
FA8626-07-D-2073	0001	United Technologies Corporation
W91RUS-08-D-0008	NA	Northrup Grumman Information Technology
W91RUS-08-D-0008		Northrup Grumman Corporation

DOCPER
Contractor Online Processing System

DOCPER Main Menu

Navigation: [DOCPER Login Page](#) | [Reports Menu](#) | [View Feedback](#)

Calista Laws

[Enter new Contract Number](#) | [View 'Pending Review by DOCPER'](#) | [View TESA TDY](#) | [View Applicants](#)

☐ Team 4 ☐ Team 94

Contract Number for (Wildcard = %) | ☒ Only Current ☐ Show All ☐ Within Team ☐ All Teams

Search

View Contracts	Delivery Order	Company Name	Contract Status	Expired Date	I
000CYL-09-D-2009	User Manual	Calista's Staffing Agency	Pending Review by DOCPER	01-Nov-2009	04

Pending Submission-DOCPER	28-Sep-2009	04
Final OK (Phase I Done)	15-Jun-2009	04
Approved by DOCPER	06-Jun-2009	04
Pending Submission-DOCPER	30-Apr-2009	04
Final OK (Phase I Done)	31-Mar-2009	04
Final OK (Phase I Done)	31-Mar-2009	04
Final OK (Phase I Done)	30-Mar-2009	04

UNDERSTANDING THE CONTRACT STATUS

Contract Status

Approved by DOCPER

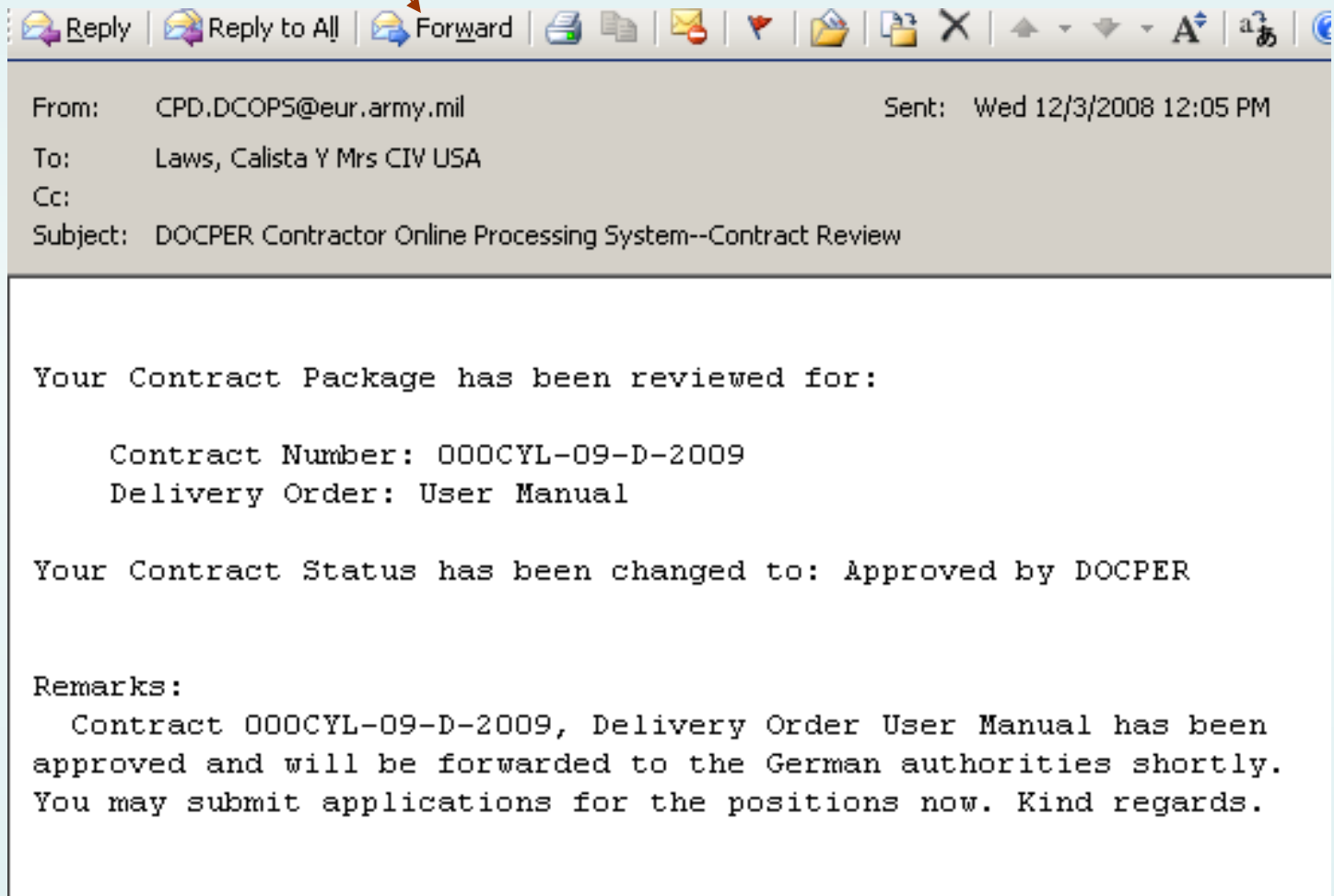
- **Returned to COR**
- **Approved by DOCPER**
- **Disapproved by DOCER**
- **Final OK (Phase I Done)**
- **Mod Requested by COR**
- **Mod Pending Submission-
DOCPER**
- **Mod Pending Review by
DOCPER-**
- **Mod Approved by DOCPER**
- **Mod Returned to COR**

WHEN A CONTRACT IS APPROVED BY DOCPER

The status is now:

Approved by DOCPER

The next step is applications for individual contractors.



Position Selection



Generate | View Applicants

Navigation: [Logout of DCOPS](#) | [Main Menu](#)

[DCOPS Technical Support](#)

Calista Laws-COR

Contract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency



Below are the current applicant(s) you have generated a login for this contract/delivery order. To View, Approve or Deny the application, click on their Name. For all other Housekeeping tasks: Termination, Job Offer declined, Change of Permanent Address, Remove Applicant, Replace Applicant and Change of Duty location; click on their respective **Other Actions** link.

☐ Show All

☒ Only Active Applicants

Name	Position Location	Application Status	Housekeeping
------	-------------------	--------------------	--------------

Below are the Position(s) approved for this Contract/Delivery Order. Press the **Select** link to start the process of allocating a position to a potential applicant. (note: if the Select link is 'grayed-out', you have already allocated all of the positions for that Job)

	# Positions	Available	Job Position / Location Details	Job Status
Select	2	2	MA-Seckenheim System Engineer TE	Approved
Select	1	1	Mannheim-Seckenheim Program/Project Manager (V.1) [Program Manager] AS	Approved

GENERATE APPLICANTS



Generate | View Applicants

Navigation: [Logout of DCOPS](#) | [Main Menu](#)

[DCOPS Technical Support](#)

Calista Laws-COR

Contract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency



Below are the current applicant(s) you have generated a login for this contract/delivery order. To View, Approve or Deny the application, click on their Name. For all other Housekeeping tasks: Termination, Job Offer declined, Change of Permanent Address, Remove Applicant, Replace Applicant and Change of Duty location; click on their respective **Other Actions** link.

☐ Show All

☒ Only Active Applicants

Name	Position Location	Application Status	Housekeeping
------	-------------------	--------------------	--------------

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	# Positions	Available	Job Position / Location Details	Job Status
Select	2	2	MA-Seckenheim System Engineer TE	Approved
Select	1	1	Mannheim-Seckenheim Program/Project Manager (V.1) [Program Manager] AS	Approved

GENERATING APPLICANT RECORDS

DOCPER
Contractor Online Processing System

Generate | View Applicants

Navigation: [Logout of DCOPS](#) | [Main Menu](#) DCOPS Technical Su

Calista Laws-COR Contract: 000

Calista's Staffing Agency
Staffing the world one contractor at a time

Calista's Staffing Agency

Position

To add a potential applicant for this position, fill out all of the information by December 9, 2008.

Email Address:

Name:

Military Exigency Requested? ☐ Yes ☒ No

Company:

Salary: \$.00

Start Date: (Start date)

End Date: (End date)

Remuneration Package:

Remarks:

Dennis Sullivan
1243 Sierra Vista
Phoenix, AZ 84013

Dear Dennis,

It is our sincere pleasure to extend to you an offer of employment for a Full Time Exempt position as a Systems Engineer for the Information TechDevision within Calista's Staffing Agency. Your biweekly salary will be \$3,653.85, which equates to an annual salary of \$95,000.

As you know, this position requires you to qualify and obtain NATO SOFA status for the Technical

(First)

(Last)

st be > or = today's date.)

al end date.)

List items of the remuneration package as described in the contract: housing allowance, cost of living allowance, health insurance, etc.

Note: Remarks are displayed in the email that will be sent to this applicant upon pressing the [Generate New Applicant Login](#) button.

Salary must match what is on the Job Offer Letter

APPLICANT LOGIN

FW: Your LOGIN Information--DOCPer Contractor Online Processing System (UNCLASSIFIED) - Message (Plain Text)

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward

DOCPer
Contractor Online Processing System

Welcome to the application process!

Navigation: [Logout of DCOPS](#) [DCOPS Technical Support](#)

Dennis Sullivan

Please read the Privacy Act Statement. Then select one of these options: 1) Click on the "Create, edit or view your application" link below to fill out your application; 2) Click on Create, edit, view or upload your resume; or 3) Click on the "Submit for Review by the COR" if your application is complete.

Position Type: **Technical Expert** Company: **Calista's Staffing Agency** Location: **MA-Seckenheim**

[Create or edit your application](#) [Create or edit your resume](#) [Upload Documentation](#) [Submit for Review by COR | PM](#)

There are three parts that make up your application (click on the "Create, edit or view your application" link above to start this process).

- **General Personal Information**
Address, phone numbers, etc.
- **Examination of Ordinarily Resident**
Individuals who are ordinarily resident in the territory of the Federal Republic of Germany in accordance with Article 72/73 NATO SOFA SA at the time commencing work under a contract in Germany are not entitled to exemptions and benefits provided under the provisions of Articles 72/73 NATO SOFA SA. In determining whether an individual is ordinarily resident in Germany, the totality of circumstances are weighed to see whether the individual has shifted the main focus of vital interests from another nation to Germany. This examination does not relate to Article X NATO SOFA.
- **Sign and Upload Documentation**
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[Privacy Act Statement](#)

GENERAL DETAILS



General Information

Navigation: [Logout of DCOPS](#) | [Main Menu](#)

[DCOPS Technical Support](#)

Dennis Sullivan



When you finish filling out each section, press the SAVE and CONTINUE button. If all of the required fields have been filled out correctly, a checkmark will appear next to that section's title on the left hand menu. When all of the sections are checked, press the Main Menu link at the top of this page for further options.

Personal Data

◆ General Details

[Return to Main Menu](#)

[Save and Continue](#)

[Cancel](#)

Last Name

Title

First Name(s)

Middle Name

Citizenship

Passport No.

Birth City

Date of Birth

Birth Country ☒ United States ☐ Germany ☐ Other

Sex | Gender ☒ Male ☐ Female

SSN - -

Number of dependent children: Number of other dependents:

Is the applicant the dependent of a sponsor that has status under NATO SOFA? ☐ Yes ☒ No

ADDRESS

Personal Data

- ✓ General Details
- ◆ **Address**
- ◆ Spouse Details

Examination of Ordinarily Resident

- ◆ Residence Without Status
- ◆ Employment W/O Status
- ◆ Property
- ◆ Benefits
- ◆ Children Details
- ◆ Other Income
- ◆ Social Relations

Other Information

- ◆ Declarations of Employee
- ◆ Remarks

- ◆ **Generate Form 715-9C**
(your completed application)

Return to Main Menu

Save and Continue

Cancel

Home Phone (include country code)

Work Phone (include country code)

Type of address ☐ German Address ☒ Other Address

Please give your home address (not your place of business); and **NO** military address.

Address 1:

Address 2:

City:

Postal Code:

Country ☒ United States ☐ Germany ☐ Other

Please notify your COR whenever your German home address may change!

SPOUSE DETAILS

Personal Data

- ✓ General Details
- ✓ Address
- ◆ Spouse Details

Examination of Ordinarily Resident

- ◆ Residence Without Status
- ◆ Employment W/O Status
- ◆ Property
- ◆ Benefits
- ◆ Children Details
- ◆ Other Income
- ◆ Social Relations

Other Information

- ◆ Declarations of Employee
- ◆ Remarks

- ◆ **Generate Form 715-9C**
(your completed application)

Return to Main Menu

Save and Continue

Cancel

Are you Married? ☒ Yes ☐ No

Will your spouse be in country with you? ☒ Yes ☐ No

Date Married 

Spouse Last Name

Spouse First Name(s)

Spouse Maiden Name (only if German)

Spouse Citizenship 

SPOUSE EMPLOYMENT

Personal Data

- ✓ General Details
- ✓ Address
- ✓ Spouse Details
- ◆ **Spouse Employment**

Examination of Ordinarily Resident

- ◆ Residence Without Status
- ◆ Employment W/O Status
- ◆ Property
- ◆ Benefits
- ◆ Children Details
- ◆ Other Income
- ◆ Social Relations

Other Information

- ◆ Declarations of Employee
- ◆ Remarks

- ◆ **Generate Form 715-9C**
(your completed application)

Return to Main Menu

Save and Continue

Has your spouse worked in Germany during your marriage? ☐ Yes ☐ No

SPOUSE EMPLOYMENT

Personal Data

- ✓ General Details
- ✓ Address
- ✓ Spouse Details
- ◆ **Spouse Employment**

Examination of Ordinarily Resident

- ◆ Residence Without Status
- ◆ Employment W/O Status
- ◆ Property
- ◆ Benefits
- ◆ Children Details
- ◆ Other Income
- ◆ Social Relations

Other Information

- ◆ Declarations of Employee
- ◆ Remarks

- ◆ **Generate Form 715-9C**
(your completed application)

Return to Main Menu

Update Spouse Employment

Cancel

Has your spouse worked in Germany during your marriage? ☒ Yes ☐ No

Specify all of your spouse's employers and actual dates of employment by each employer. If applicable, include time spent by your spouse as a member of the US Forces or a civilian employee of the US Forces as well as self-employment (SE). (Note: List Employer's German address only)

Start Date  End Date 

Employer Name

Address 1

Address 2

City

State/Province  Postal Code:

Type of Employment ☐ USF Member ☒ USF Civilian | Contractor-SOFA Status ☐ Self Employed ☐ Other

Personal Data

- ✓ General Details
 - ✓ Address
 - ✓ Spouse Details
 - ✓ Spouse Employment
-

Examination of Ordinarily Resident

- ✓ Residence Without Status
 - ✓ Employment W/O Status
 - ✓ Property
 - ✓ Benefits
 - ◆ Children Details
 - ◆ Child Schools
 - ◆ Other Income
 - ◆ Social Relations
-

Other Information

CHILDREN DETAILS

Personal Data

- ✓ General Details
- ✓ Address
- ✓ Spouse Details
- ✓ Spouse Employment

Examination of Ordinarily Resident

- ✓ Residence Without Status
- ✓ Employment W/O Status
- ✓ Property
- ✓ Benefits
- ◆ **Children Details**
- ◆ Child Schools
- ◆ Other Income
- ◆ Social Relations

Other Information

- ◆ Declarations of Employee
- ◆ Remarks

- ◆ **Generate Form 715-9C**
(your completed application)

Return to Main Menu

Save New Child Information

Cancel

Will this child be in country with you? ☐ Yes ☐ No

Is this child: ☐ Natural ☐ Step ☐ Adopted

Relationship

Last Name

Suffix (i.e., Jr.)

First Name (s)

Middle Name

Date of Birth

Is child's address the same as yours? ☐ Yes ☐ No

Address 1:

Address 2:

City:

Postal Code

Country

☐ United States ☐ Germany ☐ Other

DECLARATIONS OF EMPLOYEE

Personal Data

- ✓ General Details
- ✓ Address
- ✓ Spouse Details
- ✓ Spouse Employment

Examination of Ordinarily Resident

- ✓ Residence Without Status
- ✓ Employment W/O Status
- ✓ Property
- ✓ Benefits
- ✓ Children Details
- ✓ Child Schools
- ✓ Other Income
- ✓ Social Relations

Other Information

- ✓ **Declarations of Employee**
- ✓ Remarks

◆ **Generate Form 715-9C**
(your completed application)

Return to Main Menu

Save and Continue

Cancel

- ☐ Yes ☒ No Do you have a tax number in Germany?
- ☐ Yes ☒ No Do you have the intention of becoming ordinarily resident in Germany?
- ☐ Yes ☒ No Do you have or did you ever have a German work permit?

REMARKS

Personal Data

- ✓ General Details
- ✓ Address
- ✓ Spouse Details
- ✓ Spouse Employment

Examination of Ordinarily Resident

- ✓ Residence Without Status
- ✓ Employment W/O Status
- ✓ Property
- ✓ Benefits
- ✓ Children Details
- ✓ Child Schools
- ✓ Other Income
- ✓ Social Relations

Other Information

- ✓ Declarations of Employee
- ◆ Remarks

- ◆ **Generate Form 715-9C**
(your completed application)

Return to Main Menu

Save and Continue

Cancel

Remarks



GENERATING THE FORM 715-9C

Personal Data

- ✓ **General Details**
- ✓ Address
- ✓ Spouse Details
- ✓ Spouse Employment

Examination of Ordinarily Resident

- ✓ Residence Without Status
- ✓ Employment W/O Status
- ✓ Property
- ✓ Benefits
- ✓ Children Details
- ✓ Child Schools
- ✓ Other Income
- ✓ Social Relations

Other Information

- ✓ Declarations of Employee
- ✓ Remarks

- ◆ **Generate Form 715-9C**
(your completed application)

Return to Main Menu

Save and Continue

Cancel

Last Name

Title

First Name(s)

Middle Name

Citizenship

Passport No.

Birth City

Date of Birth

Birth Country ☒ United States ☐ Germany ☐ Other

Sex | Gender ☒ Male ☐ Female

SSN - -

Number of dependent children: Number of other dependents:

Is the applicant the dependent of a sponsor that has status under NATO SOFA? ☐ Yes ☒ No

SIGNING THE 715-9C

• If you do not sign the application, it will be returned

• If you do not put the date the application was signed, it will be returned

• If you do not list the location signed, it will be returned

Sign here

I. Personal Data / Angaben zur Person

1. Last name / Name: Sullivan	2. First name(s) / Vorname(n): Dennis	Middle Name / Zweitvorname:
3. Home Address: street, no., post-code, town and state, home phone no. (no APO/FPO address) Wohnanschrift: Strasse, Hausnummer, Postleitzahl, Ort, Telefonnummer (keine APO/FPO Adresse) 1243 Sierra Vista Phoenix, AZ United States 84013 801-859-1930		
4. Date of Birth / Geb-Datum: 06-Aug-1963	5. SSN / US-Sozialversicherungsnummer: 987-65-4321	6. Citizenship / Staatsbürgerschaft: US
7. Family Status: Are you married? YES Familienstand: Sind Sie verheiratet? JA Date of Marriage/Tag der Eheschließung: 01-Dec-2000	8. Number of dependent children /Zahl der unterhalteten Kinder: 2 Number of additional dependents / Zahl der weiteren abhängigen Familienangehörigen: 0	9. Passport No. / Passnummer: 187979335
10. Last name of spouse (if German: birth name), first name(s), citizenship of spouse / Name des Ehegatten (bei Deutschen auch Geburtsname), Vorname(n), Staatsbürgerschaft des Ehegatten: Gelfond, Helaine US		

II. Examination of Ordinarily Resident / Prüfung des Wohnsitzes

Individuals who are ordinarily resident in the territory of the Federal Republic of Germany in accordance with Article 72/73 NATO SOFIA SA at the time commencing work under a contract in Germany are not entitled to exemptions and benefits provided under the provisions of Articles 72/73 NATO SOFIA SA. In determining whether an individual is ordinarily resident in Germany, the totality of circumstances are weighed to see whether the individual has shifted the main focus of vital interests from another nation to Germany. This examination does not relate to Article X NATO SOFIA. In weighing the totality of the circumstances, US and German authorities will take the following into consideration:

Personen, die zum Zeitpunkt der Aufnahme einer Arbeit in Deutschland im Rahmen eines Vertrages gemäÙ Artikel 72/73 ZA-NTS einen Wohnsitz oder gewöhnlichen Aufenthalt im Bundesgebiet haben, haben keinen Anspruch auf Befreiungen und Leistungen gemäÙ den Bestimmungen der Artikel 72/73 ZA-NTS. Bei der Prüfung, ob eine Person einen Wohnsitz oder gewöhnlichen Aufenthalt im Bundesgebiet hat, ist im Rahmen einer Abwägung der Gesamtsituation zu ermitteln, ob sie den Mittelpunkt der Lebensinteressen vom Ausland in das Bundesgebiet verlagert hat. Diese Prüfung hat nichts mit Artikel X NTS zu tun. Bei der Abwägung der Gesamtsituation würden die amerikanischen und deutschen Behörden folgende Tatbestände:

1. Length of time in the Federal Republic of Germany without status as a member of US Forces, civilian component or dependent (from ... to ...) Dauer des Aufenthaltes im Bundesgebiet ohne Status als Mitglied der Truppe, des zivilen Gefolges oder dessen Angehöriger (von ... bis): NONE
2. Performance of work in a trade, or in a free lance capacity, or in an employment status in the territory of the Federal Republic of Germany which is / was not being done in the capacity as a member of US Forces or civilian component: None. If yes, provide date of employment / Ausübung einer gewerblichen, selbständigen oder nichtselbständigen Tätigkeit im Bundesgebiet, die nicht in der Eigenschaft Mitglied der Truppe oder des zivilen Gefolges verrichtet wird / wurde: Keine. Wenn Ja, geben Sie Daten der Beschäftigung und Name des Arbeitgebers an: NONE
3. Ownership of real property in the Federal Republic of Germany: NO. / Besitz von Grundeigentum im Bundesgebiet: NEIN Ownership of real property outside Germany NO. / Besitz von Grundeigentum im Ausland: NEIN Real property / Grundbesitz: Location / Ort: NONE
4. Current or previous receipt of social benefits from German public funds by applicant, spouse or child: NO. If yes, list all benefits and the circumstances surrounding the receipt of such benefits / Gegenwärtiger oder früherer Empfang von Sozialleistungen des Antragstellers, des Ehegatten oder eines Kindes aus deutschen Kassen: NEIN. Wenn Ja, erläutern Sie alle Leistungen und die Umstände im Zusammenhang ihrer Gewährung: NONE
5. Do you have children? YES if yes, provide the date of birth and addresses where they currently reside. Haben Sie Kinder? JA Wenn Ja, geben Sie das Geb-Datum und die jetzigen Wohnorte an: CHILD'S Name: Current address / jetzige Adresse: Date of Birth / Geb-Datum: Name des Kindes: 1243 Sierra Vista , Phoenix AZ 84013 20 Jan 19 Krisis Kay Sullivan 1243 Sierra Vista , Phoenix AZ 84013 12 Mar 19 Rami Sullivan

8. Enclosed: a) Job description (technical experts detailed) (in case of troop care: proof of professional qualifications) b) Copy of employment contract/doffer and acceptance c) Curriculum vitae (resumé) prepared by the employee d) For technical experts: education and training (name and description of educational establishment, description and date of qualifications obtained), professional background, description of military skills necessary for work.	9. Anlagen: a) Stellenbeschreibung (technische Fachkräfte ausführlich) (bei Truppenbetreuung: Qualifikationsnachweise) b) Kopie des Arbeitsvertrages, c) Lebenslauf (Resümee), d) Für technische Fachkräfte: Schulbildung und Ausbildung (Name und Beschreibung der Bildungseinheit, Beschreibung und Datum des Abschlusses), beruflicher Werdegang, Darstellung der Fähigkeiten auf militärischem Gebiet.
9. Remuneration (hourly wage or salary) / Vergütung (Lohn oder Gehalt pro Stunde): US \$95,000.00 (per year/pro Jahr)	
10. Monetary value of privileges-to be completed by DDCPER: Wert der Privilegien von DDCPER auszufüllen US \$0.00 (per year/pro Jahr)	
11. Description of the remuneration package (wages and benefits) in the general contract / Art und Wert der gesamten gewährten Vergütungswendendeile (Löhne und andere Leistungen) im Generalvertrag: COLA, HOLA, Health Insurance, DoDDS, Dental Insurance.	

IV. Remarks

1. Individual Remarks / Vermerke des Einzelnen: No remarks entered
2. Contracting firm / Vermerke der Vertragsfirma:

V. Declarations of the Employee / Erklärungen des Arbeitnehmers

Do you have the intention of becoming ordinarily resident in Germany? NO
Haben Sie die Absicht, in Deutschland ansässig zu werden? NEIN

Do you have or have you ever had a German work permit? NO
Haben Sie oder hatten Sie eine deutsche Arbeitserlaubnis? NEIN

V. Declarations of the Employee / Erklärungen des Arbeitnehmers

Do you have the intention of becoming ordinarily resident in Germany? NO
Haben Sie die Absicht, in Deutschland ansässig zu werden? NEIN

Do you have or have you ever had a German work permit? NO
Haben Sie oder hatten Sie eine deutsche Arbeitserlaubnis? NEIN

If yes, provide all circumstances concerning that work permit (issuing authority, date issued, period of validity, and type of work permit).
Wenn Ja, geben Sie alle Umstände zur Erteilung an (ausstellende Behörde, Ausstellungdatum, Gültigkeitsdauer und Art der Erlaubnis).

Do you have a tax number in Germany? NO
Haben Sie eine Steuernummer in Deutschland? NEIN

I declare that the German authorities (including the tax authorities) are exempt from provisions of data protection (esp. exempt from the tax secrecy according to Sec. 30 Abgabenordnung/German Fiscal Code) regarding discussions with the US Forces on privileges. Ich bestätige hiermit die deutschen Behörden von den Vorschriften des Datenschutzes (insbesondere die Behaltung vom Steuergeheimnis gem. Paragraph 30 der Abgabenordnung) fuer den Meinungsaustausch mit den US Streitkräften hinsichtlich Privilegien.

Sierra Vista, AZ 12-3-2008
(Place and date/Ort und Datum)

[Signature]
(Signature of the individual/Einkenschrift)

NOTE: This application with enclosures identified in item II, #8 above will be provided to German authorities. Hinweis: Diese

RESUME OPTIONS - DCOPS VS UPLOADED



Welcome to the application process!

Navigation: [Logout of DCOPS](#)

[DCOPS Technical Support](#)

Dennis Sullivan



Please read the Privacy Act Statement. Then select one of these options: 1) Click on the "Create or edit your application" link to fill out your application; 2) Click on Create or edit your resume; 3) Click on Upload Documentation; or 4) Click on the "Submit for Review by the COR" if your application is complete.

Position Type: **Technical Expert** Company: **Calista's Staffing Agency** Location: **MA-Seckenheim**

[Create or edit your application](#)

[Create or edit your resume](#)

[Upload Documentation](#)

[Submit for Review by COR|PM](#)

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Address, phone numbers, etc.

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Resume

*These are sample errors on a resume according to DOC PER policy.
Please ensure the resume does not include the following:*

Incomplete degrees:

EDUCATION:

University of Michigan
GPA: 3.94 Major: Business Administration

Degree: **Anticipated** June 2010

Location of work not provided:

Please give location of employment/
unemployment for every entry. (City/State
or City/Country)

Nagayama English House- English Instructor
Supervisor: Kimoko Kanagawa - Phone: 001-81-2118-3018-81 Contact: No

- Provided instruction in English to 4th and 5th grade Japanese students with the aid of a translator.

First entry must be until “Present”:

(Current date: January 2009)

08/1998 - 03/2008
Battalion S3 - Administrative Support Clerk (GS-4) US Government Employee
Armed Forces Pacific - Japan
MSG Boler - 01-81-3117-63-3914; Contact: No
Advisor: COL Bland - 49-621-730-3777 Contact: Yes

Gaps: The resume may not include gaps between periods of employment (or unemployment). DOC PER requires a month-to-month record of the applicant's work history.

There is a gap from 09/1994 to 4/1998
WRONG

4/1998-8/1998
81 Contact: No


grammar, punctuation and accuracy

12/1993 - 09/1994
Active Duty Army

Duties not provided:

06/1993-12/1993
US Army Basic Training and Advanced Individual Training Unit Supply Specialist
Fort Jackson, SC and Fort Lee, VA
Graduated Basic Training: October, 1993
Graduated AIT: December, 1993


GENERATING A RESUME IN DCOPS



Contractor Online Processing System

Welcome to the application process!

Navigation: [Logout of DCOPS](#) [DCOPS Technical Support](#)

Dennis Sullivan 

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Position Type: **Technical Expert** Company: **Calista's Staffing Agency** Location: **MA-Seckenheim**


[Create or edit your application](#) [Create or edit your resume](#) [Upload Documentation](#) [Submit for Review by COR|PM](#)

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RESUME INSTRUCTIONS



Resume Instructions

Navigation: [Logout of DCOPS](#)[DCOPS Technical Support](#)

Rania Sullivana

When you filling out resume information, press the SAVE and CONTINUE button to advance to the next section. When finished, press the Review Resume button.

- ◆ Resume Instructions
- ◆ Experience
- ◆ Education
- ◆ Training
- ◆ Additional Information

- ◆ Upload Resume

Review Resume

Save and Continue

Cancel

Return to Main Menu

You may either fill out a resume using the data entry screens provided or you may upload a current resume.

WARNING, if you choose to upload your current resume: **BE CERTAIN THAT YOU PROVIDE A RESUME THAT MEETS THE NEEDS OF THE STATUS ACCREDITATION PROCESS.** DOCPer and other approving authorities will use your resume for two purposes: to determine if you are qualified according to the education and experience requirements of the approved position description, and to ensure that you are not ordinarily resident. To that end we offer the following points of advice:

- Give a sufficient amount of work history to clearly demonstrate that you are qualified according to the approved position description. If the position requires 15 years of experience then you must provide at least 15 years of detailed work history.
- Don't combine different positions under a single entry. Stating '20 plus years of IT experience at different locations with different companies doing different things' would not be adequate.
- Don't leave time gaps in your resume. If you spent 3 months unemployed, you must state that you spent 3 months unemployed.
- Provide enough information in your duties and responsibilities for each position to make it clear what is qualifying experience and what is not. If there is ambiguity, DOCPer will generally disqualify the experience in question.
- Partial education is not considered by DOCPer or other approving authorities. Provide information on completed degrees only.

To create, view or update resume data within the DCOPS systems, click on the **Experience** link on the left hand menu. To upload an existing resume (or one generated within the DCOPS application), click on the **Upload** link on the left hand menu.

EXPERIENCE

◆ Resume Instructions

◆ **Experience**

◆ Education

◆ Training

◆ Additional Information

◆ Upload Resume

Review Resume

Save and Continue

Cancel

Return to Main Menu

Cover all dates, positions, affiliations, locations, and status

[To add an Experience CLICK HERE](#)

	Total Months	Start Date	End Date	Experience Details	
Remove	46	02-Apr-2005		Systems Software Designer Department of the Army	Edit
Remove	27	01-Jan-2003	01-Apr-2005	Senior Systems Engineer Candia Systems	Edit
Remove	31	21-Jun-2000	31-Dec-2002	Senior Manager, Technical Solutions Charles Schwab	Edit
Remove	11	20-Jul-1999	20-Jun-2000	Manager, Internet/Intranet Services US Postal Service	Edit
Remove	80	04-Jan-1993	19-Jul-1999	Systems Analyst/Program Manager US Postal Service	Edit

Status (i.e. Active Duty, DoD Civilian, DoD Contractor, private sector)

Duties and Responsibilities

DEGREES AND CERTIFICATIONS

◆ Resume Instructions

◆ Experience

◆ Education

◆ Training

◆ Additional Information

◆ Upload Resume

Review Resume

Save and Continue

Cancel

Return to Main Menu

[To add Education CLICK HERE.](#)

	Completed	Education Details	
Remove	2007	Project Management Institute Certification Project Management Professional (PMP)	Edit
Remove	2002	Microsoft Certification Microsoft Certified Systems Engineer (MCSE)	Edit
Remove	1999	Novell Certification Certified Netware Engineer (CNE)	Edit
Remove	1992	George Mason University Masters Information Systems	Edit
Remove	1978	San Jose State University Bachelors Business Administration	Edit



TRAINING

Review Resume

Save and Continue

Cancel

Return to Main Menu

◆ Resume Instructions

◆ Experience

◆ Education

◆ **Training**

◆ Additional Information

◆ Upload Resume

[To add Training CLICK HERE.](#)

	Completed	Experience Details	
Remove	2006	Knowledge Management Civilian	Edit
Remove	2006	Sharepoint Server 2007 Civilian	Edit
Remove	2005	Department of Defense Information Assurance Level I Civilian	Edit
Remove	2005	Department of Defense Information Assurance Level II Civilian	Edit

ADDITIONAL INFORMATION

◆ Resume Instructions

◆ Experience

◆ Education

◆ Training

◆ Additional Information

◆ Upload Resume

Review Resume

Save Additional Information

Cancel

Return to Main Menu

List any additional information relevant to the position you are seeking.

Secret Security Clearance April 2005 to Present

RESUME REVIEW

[Generate Resume PDF file](#)


[Return to Resume Main Page](#)

Below is all of the information you have entered into this resume.

Experience		
Start Date	02-Apr-2005	Total Months: 46
End Date		
Position Title	Systems Software Designer	
Affiliation	Department of the Army	
Location	Heidelberg, Germany	
Status	DoD Civilian	
Duties and Responsibilities		
<ul style="list-style-type: none">• Designed, developed and implemented an object-orientated 5-Tier web application for Department of Defense Contractor Personnel Office (DOCPER)'s Online Processing System using C# and Microsoft SQL. This system allows for individuals to securely apply online for SOFA (Status of Forces Agreement) privileges on contracting positions within Germany and Italy. It also facilitates the review, notification and approval processes for program managers, contracting officer representatives, DOCPER staff; German Foreign Office and US Embassy personnel in Rome. By web-enabling of the former Oracle/ASP client-server application and successfully implementing these 4 .NET projects, I was able to reduce DOCPER's manual contracting processes. The sponsoring organization was able to downsize DOCPER staffing by 20%.• Setup a configuration management system to ensure software development consistency to include procedures for change control, build releases, quality assurance and risk assessment. In addition, production code pushes are done off hours to minimize and mitigate disruptions to end users.• Designed, developed and executed a role-based secure login methodology for all data-entry https web applications. Depending on each end user's role, authentication is implemented using AKO (Army Knowledge Online), Windows or database tables. Army's computer system access, challenge and response, and "strong" password rules are always applied. Skills: C#, ADO.NET, MS SQL Server, Oracle, Access, Object Oriented principles, Database optimization, Web Services, Network Architecture, Java Script, SharePoint, and Project Management principles		

Start Date	01-Jan-2003	Total Months: 27
End Date	01-Apr-2005	
Position Title	Senior Systems Engineer	
Affiliation	Candia Systems	

UPLOADING REQUIRED DOCUMENTATION



Contractor Online Processing System

Upload Applicant Documentation

Navigation: [Logout of DCOPS](#) | [Main Menu](#)

DCOPS Technical Support

Dennis Sullivan

[Generate Form 715-9C \(your completed application\)](#)

[Submit for Review by COR/PM](#)

Form 715-9C (signed by you), Job Offer letter (signed by the company) and Resume are required before your Application can be considered by the German authorities. All 3 documents must be uploaded by you **OR** your COR/PM. To generate the 715-9C, press the "Generate a Form 715-9C" link above. You must then sign and scan it into your computer before pressing the Browse button below. If you do not have a scanner, please FAX your signed Form 715-9C to your COR/PM. Then return to the Application Review screen and press the Submit button on that web page.

First, click the Browse button and find the file you want to upload. Then **select** from the document target drop down list the subject that your file refers to. Once the Source and Target have been selected, press the Upload Button. Continue uploading files for all required documentation topics listed above.

Select Source:

Browse...

Select Target:

Select Document Target

Upload

Click on the Documentation File Name link to view or print

Documentation File Name	Upload Date	Original Source File Name	File Size
Resume	13-Jan-2009 09:36AM	24812_Germany_Resume.pdf	6,801

SUBMIT FOR REVIEW



Welcome to the application process!

Navigation: [Logout of DCOPS](#)

[DCOPS Technical Support](#)

Dennis Sullivan



Please read the Privacy Act Statement. Then select one of these options: 1) Click on the "Create or edit your application" link to fill out your application; 2) Click on Create or edit your resume; 3) Click on Upload Documentation; or 4) Click on the "Submit for Review by the COR" if your application is complete.

Position Type: **Technical Expert** Company: **Calista's Staffing Agency** Location: **MA-Seckenheim**

[Create or edit your application](#)

[Create or edit your resume](#)

[Upload Documentation](#)

[Submit for Review by COR|PM](#)

There are three parts that make up your application (click on the "Create or edit your application" link above to start this process).

➤ **General Personal Information**

Address, phone numbers, etc.

➤ **Examination of Ordinarily Resident**


Individuals who are ordinarily resident in the territory of the Federal Republic of Germany in accordance with Article 72/73 NATO SOFA SA at the time commencing work under a contract in Germany are not entitled to exemptions and benefits provided under the provisions of Articles 72/73 NATO SOFA SA. In determining whether an individual is ordinarily resident in Germany, the totality of circumstances are weighed to see whether the individual has shifted the main focus of vital interests from another nation to Germany. This examination does not relate to Article X NATO SOFA.

➤ **Sign and Upload Documentation**

Once you complete your application, you will need to print, sign and upload it before you can continue in the application process. In addition, your signed offer letter and resume may be required to be uploaded (this is at the discretion of your COR|PM).


Once you are finished with your application click on the **"Submit for Review by the COR"** link above.

DCOPS DOES A CHECK



Application Review

Navigation: [Logout of DCOPS](#) | [Main Menu](#)[DCOPS Technical Support](#)

Dennis Sullivan

[Return to Application](#)

Below is all of the information you have entered into this application.

All required fields on your application are complete. --- [Submit to COR/PM for Review](#)

General Personal Details	
Last Name:	Sullivan Title: Mr.
First Name(s):	Dennis
Middle Name:	
Citizenship:	US
Place of Birth:	Phoenix AZ United States
Date of Birth:	06-Aug-1953
SSN:	987-65-4321
Sex Gender:	Male
Passport No.:	187979335
Number of dependent children:	2
Number of other dependents:	0
Is the applicant the dependent of a sponsor that has status under NATO SOFA? NO	

Job Positions Details (This information is entered by the COR/PM)	
Prime Company:	Calista's Staffing Agency
Sub Contractor:	N/A

SUBMISSION CONFIRMATION



Submit for Review to the Contracting Officer's Representative

Navigation: [Logout of DCOPS](#) | [Main Menu](#)

[DCOPS Technical Support](#)

Dennis Sullivan



All required fields on your application are complete.

If you are ready to submit your application for review by Calista Laws-COR, the Representative for this contract, please click on the SUBMIT button.

NOTE: Once the SUBMIT button has been pressed, you will **NO LONGER** be able to **UPLOAD** or **EDIT** any of the data in your application. IF the COR or Program Manager will NOT be uploading your resume and/or SIGNED 715-9C, then press the **Upload Documentation** button to return to your application and upload these required documents.

If you have uploaded all documentation you intend to, then press this button:

SUBMIT


To go back to your application and upload additional documentation, press this button:

Upload Documentation

[Back To Main Menu Page](#)


COR APP REVIEW

REVIEWING AN APPLICATION



Generate | View Applicants

Navigation: [Logout of DCOPS](#) | [Main Menu](#) DCOPS Technical Support

Calista Laws-COR Contract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency 

Below are the current applicant(s) you have generated a login for this contract/delivery order. To View, Approve or Deny the application, click on their Name. For all other Housekeeping tasks: Termination, Job Offer declined, Change of Permanent Address, Remove Applicant, Replace Applicant and Change of Duty location; click on their respective **Other Actions** link.


☐ Show All
☒ Only Active Applicants

Name	Position Location	Application Status	Housekeeping
Sullivan, Dennis	MA-Seckenheim System Engineer TE	Pending Review by COR	Other Actions

Below are the Position(s) approved for this Contract/Delivery Order. Press the **Select** link to start the process of allocating a position to a potential applicant. (note: if the Select link is 'grayed-out', you have already allocated all of the positions for that Job)


	# Positions	Available	Job Position / Location Details	Job Status
Select	2	2	MA-Seckenheim System Engineer TE	Approved
Select	1	1	Mannheim-Seckenheim Program/Project Manager (V.1) [Program Manager] AS	Approved

UPLOADING OTHER REQUIRED DOCUMENTATION



Upload Applicant Documentation

Navigation: [Logout of DCOPS](#) | [Main Menu](#) | [Generate](#) | [View Applicants](#) [DCOPS Technical Support](#)

Calista Laws-COR Contract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency 

[Generate an unsigned Form 715-9C](#) [Return to Applicant Review](#)

Before an application can be considered by DOCPER, the following documentation must be uploaded: Signed Form 715-9C, Resume, Company Signed Offer Letter, Job Description--for Applicant, and Contract Portion. In addition, any licenses or certifications that are being considered IN LIEU OF formal education must also be uploaded.

First, click the Browse button and find the file you want to upload. Then Select from the document target drop down list the subject that your file refers to OR type in the "type" of the File you want to upload. Once the Source and Target have been selected, press the Upload Button. Continue uploading files for all required documentation topics listed above.

Select Source:

Select Target: Other Target:

[Click on the Documentation File Name link to view or print](#)

Documentation File Name	Upload Date	Original Source File Name	File Size	Action
JobOffer	09-Jan-2009 11:46AM	DOCPER - AF.doc	24,064	Remove
Licenses	05-Jan-2009 05:05PM	AppointmentMemo1.doc	153,600	Remove
Form715_9C	18-Dec-2008 10:21AM	MySignedApplication.pdf	12,172	Remove

RETURNING THE APPLICATION



Review Applicant Information and Set Status

ation: [Logout of DCOPS](#) | [Main Menu](#) | [Generate](#) | [View Applicants](#)

[DCOPS Technical S](#)

ca Laws-COR

Contract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency

[Generate an unsigned Form 715-9C](#)

[Upload Applicant Documentation](#)

[Request SOFA Stamp \(AE600_77A\)](#)

[View Applicant Documentation](#)

Application Status: **Pending Review by COR**

[Return to View Applicants](#)

☐ **Submit to DCOCPER** OR ☐ **Return to Applicant**

Annual Salary: \$ (annual salary--no commas)

[Update Salary](#)

Email Address:

[Change/Modify Applicant Login](#) [dsullivan@test.com]

General Personal Details

Last Name: Sullivan Title: Mr.
First Name(s): Dennis
Middle Name:

RETURNING THE APPLICATION

Contract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency

[Generate an unsigned Form 715-9C](#)

[Upload Applicant Documentation](#)

[Request SOFA Stamp \(AE600_77A\)](#)

[View Applicant Documentation](#)

Application Status: **Pending Review by COR**

[Return to View Applicants](#)

☐ **Submit to DOC PER**

OR

☒ **Return to Applicant**

[Save Response & Notify Applicant](#)

List Application Deficits:

Name	Position Location	Application Status	Housekeeping
Sullivan, Dennis	MA-Seckenheim System Engineer TE	Returned to Applicant	Other Actions

SUBMITTING TO DOCPER

Contract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency

[Generate an unsigned Form 715-9C](#)

[Upload Applicant Documentation](#)

[Request SOFA Stamp \(AE600_77A\)](#)

[View Applicant Documentation](#)

Application Status: **Pending Review by COR**

[Return to View Applicants](#)

☐ **Submit to DOCPER**

OR

☒ **Return to Applicant**

[Save Response & Notify Applicant](#)

List Application Deficits:

THE ACKNOWLEDGEMENT SCREEN

COR

Contract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency

[Generate an unsigned Form 715-9C](#)

[Upload Applicant Documentation](#)

Request SOFA Stamp (AE600_77A)

[View Applicant Documentation](#)

Application Status: **Pending Review by COR**

Return to View Applicants

You have approved this application..

By pressing "Submit to DOCPER for Review" link below, the COR acknowledges that:

Each receiving station on their respective COR's records will

Any station approving

Name	Position Location	Application Status	Housekeeping
Sullivan, Dennis	MA-Seckenheim System Engineer TE	Pending Review by DOCPER	Other Actions

- o The ability of the contractor to perform on this contract is not dependent on the granting of SOFA status for contractor employees.
- o The company has stated that, to the best of their knowledge, the applicant has not been barred from any USAREUR and/or USAFE installation or facility.
- o The applicant is not currently utilizing the 'fax-back' process (or Request for Confirmation of Exemption from the Requirement to Obtain a Work Permit) without a specific waiver from DOCPER.
- o The company has advised the applicant that information on the applicability of the Exceptional Family Member Program (EFMP) to contractor employees is posted on the [DOCPER website](#).

Submit to DOCPER for Review

HOW DOCPER APPROVES AN APPLICATION

[EDIT Applicant Form 715-9C](#)[View Status Details](#)[View Applicant Documentation](#)[Process Memos | 1172 | 1172-2](#)

Application Status: **Pending Review by DOCPER**

Date Application Package Approved:

Received from COR: 09-Jan-2009

Approved?

☒ Yes

Save Status|Notify COR

☐ No--return to COR | or: ☐ Deny-OR ☐ Deny-Qualifications

List Application Approval Remarks:

Change Job | Position

DOCPER Contractor Online Processing System--Application Review - Message (Plain Text)

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward

From: CPD.DCOPS@eur.army.mil Sent: Fri 1/9/2009 12:46 PM

To: Sullivan, Dennis P Mr CIV USA

Cc:

Subject: DOCPER Contractor Online Processing System--Application Review

Dennis Sullivan's application has been reviewed and tentatively approved by DOCPER for:

Contract Number: 000CYL-09-D-2009
Delivery Order: User Manual

We will be forwarding this application to the German Authorities shortly.

DCOPS web site: <https://dcops.hqusareur.army.mil/users/>

Applicant View Only

APPLICANTS CAN ALWAYS VIEW THEIR DOCUMENTATION



Application and Documentation---View Only

Navigation: [Logout of DCOPS](#)

[DCOPS Technical Support](#)

Dennis Sullivan


Position Type: **Technical Expert** Company: **Calista's Staffing Agency** Location: **MA-Seckenheim**

[Request SOFA Stamp \(AE600_77A\) for Dependents Not Already Processed](#)

Click on the Documentation File Name link to view or print


Documentation File Name	Upload Date	Original Source File Name	File Size
.AE Form 600 77A 12:44:27	09-Jan-2009 12:44PM	28451_AE_Form_600_77A.pdf	133,943
Contract	09-Jan-2009 11:46AM	Contract Extension--Grimm.doc	248,832
dd1172-2	09-Jan-2009 12:44PM	28451_dd1172-2.pdf	275,569
Form715_9C	18-Dec-2008 10:21AM	MySignedApplication.pdf	12,172
JobDescription	09-Jan-2009 11:47AM	DennisSullivan.pdf	22,733
JobOffer	09-Jan-2009 11:46AM	DOCPER - AF.doc	24,064
Licenses	05-Jan-2009 05:05PM	AppointmentMemo1.doc	153,600
Resume	08-Jan-2009 05:49PM	28451_Germany_Resume.pdf	14,087

REQUESTING AN ADDITIONAL SOFA CERTIFICATE

**DOCPer**
Contractor Online Processing System

Request AE Form 600-77A

Navigation: [Logout of DCOPS](#) [DCOPS Technical Support](#)

Dennis Sullivan 



Return to Review Application

Click on the check box next to the name of the dependent(s) you want a SOFA Stamp for---make sure that you verify the relationship. If you need to add dependents, click on the Add Dependent link and enter the necessary information. When you are finished, press the Request SOFA Stamp for Dependents. If you are only requesting a SOFA Stamp for yourself, click on the Request SOFA Stamp for Self Only button

Request SOFA Stamp for Self Only

Request SOFA Stamp for Dependents

[To add a Dependent CLICK HERE](#)

 = Documentation has been uploaded |  = Documentation Required

Requested?	Dependent Name	Relationship	In Country?	600_77A date	Code	
<input type="checkbox"/> YES	Sullivan, Carol Ann	Spouse	YES	13 Jan 2009	010	Edit Upload Remove
<input type="checkbox"/> YES	Sullivan, Rani	Child (Natural)	YES	13 Jan 2009	011	Edit Upload Remove
<input checked="" type="checkbox"/> YES	Sullivan, Kristi Kay	Child (Natural)	NO		012	Edit Upload Remove

(Note: Hover your mouse over **Code** to see the full description of **Relationship**)

SOMETIMES INFORMATION MUST BE CORRECTED

Request SOFA Stamp for Self Only

Request SOFA Stamp for Dependents

[To add a Dependent CLICK HERE](#)

 = Documentation has been uploaded |  = Documentation Required

Requested?	Dependent Name	Relationship	In Country?	600_77A date	Code	
<input type="checkbox"/> YES	Gelfond, Helaine	Spouse	YES	13 Jan 2009	010	Edit Upload Remove
<input type="checkbox"/> YES	Sullivan, Rani	Child (Natural)	YES	13 Jan 2009	011	Edit Upload Remove
<input type="checkbox"/> YES	Sullivan, Kristi Kay	Child (Natural)	YES		012	Edit Upload Remove

(Note: Hover your mouse over **Code** to see the full description of **Relationship**)

SELECTING THE RELATIONSHIP

Last Name

Suffix (i.e., Jr.)

First Name(s)

Middle Name

Will this dependent be in country with you? ☒ Yes ☐ No

If this is a child, please indicate: ☐ Natural ☐ Step ☐ Adopted

Relationship


Is this person: US citizen, EU citizen or US Permanent Resident? ☐ Yes ☐ No **Note: this relationship requires a YES answer.**

Relationship

☐ Yes ☐ No Is the family member's monetary income from all sources other than the sponsor less than 50 percent of the family member's monthly expenses; AND is the sponsor responsible either by cash contribution or by value of services (such as room and board) for $\geq 50\%$ of the family member's support.

SUPPORTING DOCUMENTATION REQUIRED

 = Documentation has been uploaded |  = Documentation Required

Requested?	Dependent Name	Relationship	In Country?	600_77A date	Code	
<input type="checkbox"/> YES	Sullivan, Carol Ann	Spouse	YES	13 Jan 2009	010	Edit Upload Remove
<input type="checkbox"/> YES	Sullivan, Rani	Child (Natural)	YES	13 Jan 2009	011	Edit Upload Remove
<input type="checkbox"/> YES	Sullivan, Kristi Kay	Child (Natural)	YES		012	Edit Upload Remove
<input type="checkbox"/> YES 	Roberts, Chad Lee	Member of Household	YES		304	Edit Upload Remove

(Note: Hover your mouse over **Code** to see the full description of **Relationship**)

Documentation must be uploaded to DOCPER. [Click Here](#) to review the DOCPER and ID card facility documentation requirements.

Relationship: **Nephew or niece**

Document Name:

Select Source:

No files referring to this contract's documentation have been uploaded

DOCUMENTATION REQUIREMENTS

https://dcops.hqusaureur.army.mil/users/documentation/DCOPS_Dependency%20Determinations_MOH.pdf - Micro...

1 / 1 72.1% Find

MEMBER OF HOUSEHOLD STATUS (Applicable only to Army contractors in Germany)

The civilian sponsor will submit a written request to DOCPER for determination of Member of Household status. The request must include the following:

- (1) A sworn and notarized affidavit from the sponsor that includes—
 - (a) A statement of the close relative's age, the relationship to the sponsor, and the eligibility category in which the relationship falls (financial or health reasons).
 - (b) A statement certifying that the close relative resides with the sponsor and that the relative's residency is expected to continue until completion of the sponsor's overseas tour.
 - (c) A statement that the close relative is dependent on and supported by the sponsor because of financial or health reasons.
- (2) A birth certificate or other appropriate documentation establishing the close relative's relationship to the sponsor;
- (3) Documentation to show that the close relative is dependent on and supported by the sponsor because of financial or health reasons. This should include—
 - (a) An explanation of how the close relative is financially dependent on and supported by the sponsor. Documentation should include a list of any income the close relative receives or earns and a detailed list of the financial support provided by the sponsor. The documentation must support the statement that the close relative is financially dependent on and supported by the sponsor. NOTE: Tax documentation should be included.
 - (b) A statement from a physician attesting to the close relative's poor health, weakness associated with advanced age, or physical or mental disability if the relative is dependent on the sponsor for health reasons.
- (4) Proof (e.g., passport) that the close relative is a U.S. citizen, lawful permanent resident of the United States, or an EU member-country citizen.

Status:	DOCPer Needs for Eligibility Verification:	ID Card Facility Needs for Eligibility Verification:
Member of Household: --child --grandchild --grandparent --brother, sister --stepbrother, stepsister --nephew or niece	The sworn and notarized information referred to above.	Two passport-size photos, MOH's passport and one other form of ID, and MOH-approval Memorandum and AE Form 600-700B from DOCPer.

NOTE: EU nations include: Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland.

Done Unknown Zone



SUBMITTING THE REQUEST

Request SOFA Stamp for Self Only

Request SOFA Stamp for Dependents

[To add a Dependent CLICK HERE](#)

 = Documentation has been uploaded |  = Documentation Required

Requested?	Dependent Name	Relationship	In Country?	600_77A date	Code	
<input type="checkbox"/> YES	Sullivan, Carol Ann	Spouse	YES	13 Jan 2009	010	Edit Upload Remove
<input type="checkbox"/> YES	Sullivan, Rani	Child (Natural)	YES	13 Jan 2009	011	Edit Upload Remove
<input checked="" type="checkbox"/> YES	Sullivan, Kristi Kay	Child (Natural)	YES		012	Edit Upload Remove
<input checked="" type="checkbox"/> YES  	Roberts, Chad Lee	Member of Household	YES		304	Edit Upload Remove

(Note: Hover your mouse over **Code** to see the full description of **Relationship**)




TDY

GENERATING A TDY RECORD

[Update COR Profile](#)

☒ Only Active Contracts ☐ Show All

Processing Options*			Contract Number	Delivery Order	Contract Status	Status Date
Contract	Applicants	Request Mod	000IT-10D-2009	ITALY	Approved by DOCPER	25 Oct 2008
Contract	Applicants	Request Mod	000CYL-09-D-2009	User Manual	Final OK (Phase I Done)	03 Dec 2008
Contract	Applicants	Request Mod	DP104-09-D-0149	TEST	Pending Submission-DOC PER	03 Nov 2008
Contract	Applicants	Request Mod	XXXA42-03-D-0007	0025	Mod Requested by COR	22 Jan 2008



Generate | View TDY Contractors

Navigation: [Logout of DCOPS](#) | [Main Menu](#)


[DCOPS Technical Support](#)

Calista Laws-COR Contract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency

Below are the Position(s) approved for this Contract/Delivery Order. Press the **Select** link to start the process of allocating a position to a Contractor. (note: if the Select link is 'grayed-out', that Job/Position has not been approved by DOC PER)


	Job Position / Location Details	Job Status
Select	MA-Seckenheim System Engineer TE	Approved
Select	Mannheim-Seckenheim Program/Project Manager (V.1) A5	Approved

THE COR ENTERS THE APPLICANT INFORMATION


Contractor Online Processing System

Generate | View TDY Contractors

Navigation: [Logout of DCOPS](#) | [Main Menu](#) DCOPS Technical Support

Calista Laws-COR Contract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency 






Save and Return

Upload Documentation


Submit to DOCPer

Cancel

Position: AS - Program/Project Manager (V.1) | Mannheim-Seckenheim, BW

Name:	<input type="text" value="Bushward"/> (Last)	<input type="text" value="Sum"/> (First)	<input type="text" value="D"/> (Middle Initial)
SSN	<input type="text" value="111"/> - <input type="text" value="22"/> - <input type="text" value="3333"/>	Sex Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
Date of Birth	<input type="text" value="26-Dec-1976"/> 	Place of Birth	<input type="text" value="Albany, NY"/>
Citizenship	<input type="text" value="United States"/> 	Phone	<input type="text" value="12345678"/> (include country code)
Start Date	<input type="text" value="28-Dec-2008"/> 	Applying from outside Germany?	<input checked="" type="radio"/> YES <input type="radio"/> NO
End Date	<input type="text" value="07-Feb-2009"/> 	Currently awaiting TE or AS approval?	<input type="radio"/> YES <input checked="" type="radio"/> NO
Please give your home address (not your place of business); and NO military address.			
Address	<input type="text" value="200 Main Street"/>		
City	<input type="text" value="Denver"/>	Postal Code	<input type="text" value="80305"/>
Country	<input checked="" type="radio"/> United States <input type="radio"/> Germany <input type="radio"/> Other		<input type="text" value="Colorado"/> 
Brief statement of purpose of visit:	<input type="text" value="War games"/>		


THE COR UPLOADS THE REQUIRED DOCUMENTATION



Generate | View TDY Contractors

Navigation: [Logout of DCOPS](#) | [Main Menu](#)

DCOPS Technical Support

Calista Laws-CORContract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency

[Print Form 715-9D](#)[Return to View Contractors](#)[Return to Edit Contractor](#)

Form 715-9D, Job Description and Resume are required before this contractor can be approved by DOC PER. To generate the 715-9D, press the "Print Form 715-9D" link above. You AND the Contractor must then sign and scan it into your computer before pressing the Browse button below.

First, click the Browse button and find the file you want to upload. Then **select** from the document target drop down list the subject that your file refers to. Once the Source and Target have been selected, press the Upload Button. Continue uploading files for all required documentation topics listed above.

Select Source:

Browse...

Select Target:

Select Document Target ▼

Upload

SUBMIT TO DOCPER






Save and Return

Upload Documentation

Submit to DOCPER

Cancel

Position: AS - Program/Project Manager (V.1) | Mannheim-Seckenheim, BW

Name:	<input type="text" value="Bushward"/> (Last)	<input type="text" value="Sum"/> (First)	<input type="text" value="D"/> (Middle Initial)
SSN	<input type="text" value="111"/> - <input type="text" value="22"/> - <input type="text" value="3333"/>	Sex Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
Date of Birth	<input type="text" value="26-Dec-1976"/> 	Place of Birth	<input type="text" value="Albany, NY"/>
Citizenship	<input type="text" value="United States"/> 	Phone	<input type="text" value="12345678"/> (include country code)
Start Date	<input type="text" value="28-Dec-2008"/> 	Applying from outside Germany?	<input checked="" type="radio"/> YES <input type="radio"/> NO
End Date	<input type="text" value="07-Feb-2009"/> 	Currently awaiting TE or AS approval?	<input type="radio"/> YES <input checked="" type="radio"/> NO
<p>Please give your home address (not your place of business); and NO military address.</p>			
Address	<input type="text" value="200 Main Street"/>		
City	<input type="text" value="Denver"/>	Postal Code	<input type="text" value="80305"/>
Country	<input checked="" type="radio"/> United States <input type="radio"/> Germany <input type="radio"/> Other <input type="text" value="Colorado"/> 		
Brief statement of purpose of visit:	<input type="text" value="War games"/>		

VIEWING AN APPLICATION

Below are the current Contractors on TDY within this contract. If you have entered an contractor incorrectly, click on the "Remove" link.
If a contractor has returned to the states prior to the official end of the TDY, press the "Return" link.

☒ Only Active Contractors ☐ Show All

Action	Details	From Date	To Date	Application Status
View	Bushward, Sum Mannheim-Seckenheim Program/Project Manager (V.1)	28-Dec-2008	07-Feb-2009	Pending Review

Position: AS - Program/Project Manager (V.1) | Mannheim-Seckenheim, BW

Bushward, Sum D

[Return to View Contractors](#)

Click on the Documentation File Name link to view or print

Documentation File Name	Upload Date	Original Source File Name	File Size
Form715_9D	13-Jan-2009 01:46PM	Bushward_Form 715_9D.pdf	4,335
JobDescription	13-Jan-2009 01:46PM	100_2286.jpg	1,289,408
Resume	13-Jan-2009 01:46PM	DOCPER - AF.doc	24,064

SSN **111-22-3333**

Date of Birth **26-Dec-1976**

Citizenship **United States**

Start Date **28-Dec-2008**

End Date **07-Feb-2009**

Address **200 Main Street Denver CO 80305 US**

Sex | Gender **Male**

Place of Birth **Albany, NY**

Phone **12345678**


Applying from outside Germany? **YES**

Currently awaiting TE or AS approval? **NO**

Purpose of visit: War games

ITALY


THE COR MAIN MENU



Contracting Officer Representative Main Menu

Navigation: [Logout of DCOPS](#)

DCOPS Technical Support

Calista Laws-COR

Welcome to the DOCPer Contractor Online Processing System

You have been identified as the Contracting Officer Representative for the Contract(s) listed below.

[Update COR Profile](#)


☒ Only Active Contracts ☐ Show All

Processing Options*	Contract Number	Delivery Order	Contract Status	Status Date
Contract Applicants Request Mod	000IT-10D-2009	ITALY	Approved by DOCPER	25 Oct 2008
Contract Applicants Request Mod TDY	000CYL-09-D-2009	User Manual	Final OK (Phase I Done)	03 Dec 2008
Contract Applicants Request Mod	DP104-09-D-0149	TEST	Pending Submission-DOCPER	03 Nov 2008
Contract Applicants Request Mod	XXA42-03-D-0007	0025	Mod Requested by COR	22 Jan 2008

* Note: If option is "grayed-out", that option is not available based on the current Contract Status.


- Select **"Contract"** to create, edit or view the Contract Notification form.
- Select **"Applicants"** to create, edit or view Applicant(s)
- Select **Request Mod** to send an email to DOCPER (a form will appear upon pressing this link)
- Select **TDY** to create, edit or view TESA TDY Contractors--NOTE: Troop Care contracts cannot have TESA TDY
- Click on the **Contract Number link** to see a read-only version of the Contract/Delivery Order.
- To view the User Manual, [Click Here](#).

GENERATING AN APPLICANT FOR ITALY



Generate | View Applicants

Navigation: [Logout of DCOPS](#) | [Main Menu](#) DCOPS Technical Support

Calista Laws-COR Contract: 000IT-10D-2009 DO: ITALY Company: Calista's Staffing Agency 

Below are the current applicant(s) you have generated a login for this contract/delivery order. To View, Approve or Deny the application, click on their Name. For all other Housekeeping tasks: Termination, Job Offer declined, Change of Permanent Address, Remove Applicant, Replace Applicant and Change of Duty location; click on their respective **Other Actions** link.

☐ Show All
☒ Only Active Applicants

Name	Position Location	Application Status	Housekeeping

Below are the Position(s) approved for this Contract/Delivery Order. Press the **Select** link to start the process of allocating a position to a potential applicant. (note: if the Select link is 'grayed-out', you have already allocated all of the positions for that Job)

	# Positions	Available	Job Position / Location Details	Job Status
Select	2	2	Naples Analyst TR	Approved
Select	1	2	Naples Senior Engineer TR	Approved
Select	1	1	FPO AE Secretary CP	Disapproved

GENERATING AN APPLICANT FOR ITALY

Position: Technical Representative | Naples, CAM

To add a potential applicant for this position, fill out all of the information below and press the "Generate New Applicant Login" button.

Generate New Applicant Login

Cancel


Email Address

Name:

(Last)

(First)

Company

Please select a prime or subcontractor 

Salary

\$ 105000 .00 (annual salary--no commas)

Start Date



(Start date is the applicant's starting date of employment in Italy and must be > or = today's date.)

End Date




(End date of employment contract must be less than or equal to contract final end date.)

Remarks




Note: Remarks are displayed in the email that will be sent to this applicant upon pressing the [Generate New Applicant Login](#) button.


ITALY APPLICANT MAIN MENU



Contractor Online Processing System

Welcome to the application process!

Navigation: [Logout of DCOPS](#) [DCOPS Technical Support](#)




Maximus Prime 

Please read the Privacy Act Statement. Then select one of these options: 1) Click on the "Create or edit your application" link to fill out your application; 2) Click on create or edit your resume; 3) Click on Upload Documentation; or 4) Click on the "Submit for Review by the COR" if your application is complete.

Company: **AAI Corporation** Location: **Naples**

[Create or edit your application](#) [Create or edit your resume](#) [Upload Documentation](#) [Submit for Review by COR|PM](#)


There are three parts that make up your application (click on the "Create or edit your application" link above to start this process).

-  **General Personal Information**
Address, phone numbers, etc.
-  **Examination of Ordinarily Resident**
Individuals who are ordinarily resident in the territory of the Italy in accordance with "Tri-Component Directive for Italy on Personal Property, Rationed Goods, Motor Vehicles and Drivers' Licenses, Civilian Component and Technical Representative Status" at the time commencing work under a contract in Italy are not entitled to exemptions and benefits provided under the provisions of the NATO SOFA.
-  **Sign and Upload Documentation**
Before your application can be submitted to the Italian Embassy, all required documents must be uploaded by you or your COR|Program Manager.

Once you are finished with your application, click on the **"Submit for Review by the COR"** link above.

[Privacy Act Statement](#)

GENERAL INFORMATION

**DOCPer**
Contractor Online Processing System

General Information

Navigation: [Logout of DCOPS](#) | [Main Menu](#) [DCOPS Technical Support](#)

Maximus Prime

When you finish filling out each section, press the SAVE and CONTINUE button. If all of the required fields have been filled out correctly, a checkmark will appear next to that section's title on the left hand menu. When all of the sections are checked, press the Main Menu link at the top of this page for further options.

Personal Data

- ◆ **General Details**
- ◆ Address
- ◆ Spouse Details
- ◆ Dependents

Examination of Ordinarily Resident

- ◆ Examination of OR Status

Other

- ◆ Time Spent in Italy

Review Application

Save and Continue

Cancel

Last Name

Prime

Title

Please select a Title

First Name(s)

Maximus

Middle Name

Citizenship

United States [US citizens **ONLY**. US/Italian dual citizens may **NOT** hold TR status.]

Birth City

Date of Birth

Birth Country

☐ United States ☐ Italy ☐ Other

Sex | Gender

☐ Male ☐ Female

SSN

Passport No.

Passport Expiration

PP Place of Issue

Position Status

Please select type of accreditation request

SCHENGEN COUNTRY DEPENDENTS

Personal Data

- ◆ General Details
- ◆ Address
- ◆ Spouse Details
- ◆ Dependents

Examination of Ordinarily Resident

- ◆ Examination of OR Status

Other

- ◆ Time Spent in Italy

Review Application

Save New Dependent Information

Cancel

Do you have legal dependents? ☒ Yes ☐ No

Relationship

NOTE: All dependents who are not an unmarried child under 21 years old require documentation.

Last Name Suffix

First Name Middle Name

Date of Birth 

Nationality

Does this dependent have a passport from a country that is party to the Schengen Agreement?

☐ Yes ☐ No (For a list of Schengen countries [Click Here](#))

SCHENGEN COUNTRY DEPENDENTS

DOCPER Contractor Online Processing System - Microsoft Internet Explorer

DOCPER
Contractor Online Processing System

Spouse General Information

Navigation: [Main Menu--Contract View](#) | [Main Menu--Applicant View](#) | [View Jobs](#) | [Generate Applicants](#) | [Reports Menu](#)

Dennis Sullivan Contract: GS-35-F-4381G DO: BPA: N68939-97-A-0008/EP72 Company: Computer Sciences Corporation

Personal Data

- General Details
- Address
- Spouse Details**
- Dependents

Examination of Ordinarily Resident

- Examination of OR Status

Other


- Previous Visits to Italy
- [Upload Documentation](#)

Return to Review Application Save and Continue Cancel

Are you Married? ☒ Yes ☐ No

Date Married 02-Apr-2008

Microsoft Internet Explorer

 The Schengen countries are: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Slovakia, Slovenia, Spain, and Sweden.

OK

Spouse Citizenship American Samoa

Does your spouse have a passport from a country that is party to the Schengen Agreement?

☐ Yes ☒ No (For a list of Schengen countries [Click Here](#))

EXAMINATION OF OR STATUS

Personal Data

- ◆ General Details
- ◆ Address
- ◆ Spouse Details
- ◆ Dependents

Examination of Ordinarily Resident

- ◆ Examination of OR Status

Other

- ◆ Time Spent in Italy

Review Application

Save and Continue

Cancel

- ☐ Yes ☒ No Have you physically resided in Italy for more than one year without affiliation with U.S. Forces?
- ☐ Yes ☒ No Have you registered as a 'residente' in the Municipal Register (Ufficio Anagrafe) of the town where residing?
- Have you taken other affirmative steps to avail yourself of permanent resident benefits, including but not limited to the following:

<input type="radio"/> Yes <input checked="" type="radio"/> No	Voted or registered to vote in Italy.
<input type="radio"/> Yes <input checked="" type="radio"/> No	Applied for unemployment benefits in Italy.
<input type="radio"/> Yes <input checked="" type="radio"/> No	Obtained or have a legal obligation to obtain documentation (such as a scheda anagrafica or scheda professionale) aimed at obtaining employment on the economy in Italy.
<input type="radio"/> Yes <input checked="" type="radio"/> No	Obtained or have a legal obligation to obtain registration with the Italian national health care system (libretto sanitario).
<input type="radio"/> Yes <input checked="" type="radio"/> No	Obtained or have a legal obligation to obtain, a work visa, or an employment contract of sojourn, or an employment sojourn permit, or an autonomous "work sojourn permit", or a "sojourn permit," or a "sojourn chart" (visto di ingresso per lavoro, or contratto di soggiorno per lavoro subordinato, or permesso di soggiorno per lavoro subordinato, or permesso di soggiorno per lavoro autonomo, or permesso di soggiorno per motivi familiari, or carta di soggiorno), unless such permit was issued for employment with the U.S. Forces in Italy.
<input type="radio"/> Yes <input checked="" type="radio"/> No	Paid or have a legal obligation to pay, Italian income taxes or property taxes because of residency.
<input type="radio"/> Yes <input checked="" type="radio"/> No	Obtained or have a legal obligation to obtain a family sojourn permit or sojourn chart (permesso di soggiorno per motivi familiari, or carta di soggiorno).

REBUTTING PRESUMPTION OF OR STATUS

1. ☐ Yes ☒ No Have you physically resided in Italy for more than one year without affiliation with U.S. Forces?

2. ☒ Yes ☐ No Have you registered as a 'residente' in the Municipal Register (Ufficio Anagrafe) of the town where residing?

3. Have you taken other affirmative steps to avail yourself of permanent resident benefits, including but not limited to the following:

<input checked="" type="radio"/> Yes <input type="radio"/> No	Voted or registered to vote in Italy.
<input type="radio"/> Yes <input type="radio"/> No	

Personal Data

- ◆ General Details
- ◆ Address
- ◆ Spouse Details
- ◆ Dependents

Examination of Ordinarily Resident

- ✓ Examination of OR Status
- ◆ Rebutting Presumption of OR Status

Other


- ◆ Time Spent in Italy

Review Application

Save and Continue

Cancel

You have answered "YES" to one or more of the questions in the Examination of Ordinary Residence. You are now presumed to be 'Ordinarily Resident' (OR) in Italy. If you departed Italy after becoming 'ordinarily resident' with the intent to establish residence elsewhere, and now propose to return to Italy as a TR, you may obtain TR status only if the facts and circumstances clearly demonstrate that you departed Italy with the intent to establish permanent residence outside of Italy.

1.  At what date were YOU, your FAMILY, and your HOUSEHOLD GOODS no longer in Italy? (MON and YR by which time ALL of the above had cleared Italy).
2. ☐ Yes ☒ No Have you established a bona fide permanent residence elsewhere?

SUPPORTING DOCUMENTATION

2. ☒ Yes ☐ No Have you established a bona fide permanent residence elsewhere?

Address 1: 200 1st street

Address 2:

City: New Orleans

Postal Code: 51021

Country ☒ United States ☐ Other

Louisiana

3. ☒ Yes ☐ No Do you have documentation to support your claim that you have established a bona fide permanent residence at this location?

Personal Data

- ◆ General Details
- ◆ Address
- ◆ Spouse Details
- ◆ Dependents

Examination of Ordinarily Resident

- ✓ Examination of OR Status
- ✓ Rebutting Presumption of OR Status

- ◆ Documentation Supporting Permanent Residence Outside Italy

Other

- ◆ Time Spent in Italy

Review Application

Save and Continue

Cancel

Rebut Residence Question

- | | |
|---|---|
| <input type="radio"/> Yes <input checked="" type="radio"/> No | Do you own residential property outside Italy, including rented or leased property? (Evidence: deed, notarized bill of sale, property tax receipts, etc.) |
| <input type="radio"/> Yes <input checked="" type="radio"/> No | Are you registered to vote in a US state? |
| <input type="radio"/> Yes <input checked="" type="radio"/> No | Are you licensed in a US state or country outside Italy for professional practice? |
| <input type="radio"/> Yes <input checked="" type="radio"/> No | Do you hold active membership in service clubs, social clubs or other local organizations in a US state or outside Italy? |
| <input type="radio"/> Yes <input checked="" type="radio"/> No | Does your federal income tax form show a US state or country outside Italy as a home address? |
| <input type="radio"/> Yes <input checked="" type="radio"/> No | Do you have a registered motor vehicle in a US state or country outside Italy? |
| <input type="radio"/> Yes <input checked="" type="radio"/> No | Do you possess a current US driver's license? |
| <input type="radio"/> Yes <input checked="" type="radio"/> No | Do you maintain a permanent address or home of record in a US state or country outside Italy? |
| <input type="radio"/> Yes <input checked="" type="radio"/> No | Have you established and do you maintain active bank accounts outside of Italy? |
| <input type="radio"/> Yes <input checked="" type="radio"/> No | Have you exercised other benefits or obligations of a particular US state or country outside Italy? |

LENGTH OF TIME IN ITALY

Personal Data

- ◆ General Details
- ◆ Address
- ◆ Spouse Details
- ◆ Dependents

Examination of Ordinarily Resident

- ◆ Examination of OR Status

Other

- ◆ Time Spent in Italy

Review Application

Save New Visit Information

Cancel

☒ Yes ☐ No

Have you ever spent any length of time greater than 90 days in Italy?
To include as a contractor, civilian employee, member of the military, student, etc.]

Purpose/Reason for presence in Italy:

Location

From Date

To Date

Type of Passport Valid From Date Valid To Date

Type of Visa Valid From Date Valid To Date

Type of Soggiorno Valid From Date Valid To Date

UPLOAD DOCUMENTATION

[Create or edit your application](#)[Create or edit your resume](#)[Upload Documentation](#)[Submit for Review by COR|PM](#)

Maximus Prime

[Return to Application Review](#)

Before this application can be submitted to DOCPER, all required documents must be uploaded by the applicant or the COR|PM.

First, click the Browse button and find the file you want to upload. Then **select** from the document target drop down list the subject that your file refers to. Once the Source and Target have been selected, press the Upload Button. Continue uploading files for all required documentation topics.

Select Source:

Browse...

Select Target:

Select Document Target 'Topic' ▼

Upload

Residence Target:

Select a Residence Documentation ▼

Upload

Select a Residence Documentation

Deed, Tax Receipt


Drivers License

Membership

Vehicle Registration


has been uploaded

DECLARATIONS OF THE EMPLOYEE



Submit for Review to the Contracting Officer's Representative

Navigation: [Logout of DCOPS](#) | [Main Menu](#) [DCOPS Technical Support](#)

Roberta Maximus 

When you finish filling out each section, press the SAVE and CONTINUE button. If all of the required fields have been filled out correctly, a checkmark will appear next to that section's title on the left hand menu. When all of the sections are checked, press the Main Menu link at the top of this page for further options.

Declarations of the Employee

If you are ready to submit you application for review by Crystal White, the Representative for this contract, carefully read this declaration. By pressing the SUBMIT button, you are electronically confirming these statements.


1. I acknowledge that abuse of NATO SOFA privileges may result in loss of Technical Representative status and its attendant privileges, and that the U.S. Government retains the right to withdraw privileges as a result of contractor employee abuse at no additional cost to the U.S. Government.
2. I understand that I am subject to the laws of Italy and I am obligated to respect those laws, avoid any actions that would harm US-Italian relations, and abstain from any political activity in Italy.
3. I understand that if I lose or terminate my employment in Italy as a Technical Representative, I am not entitled to remain in Italy and must surrender my sojourn permit to and notify the USSSO Rome and the servicing Staff Judge Advocate office immediately.
4. By pressing the SUBMIT button, I attest that I have read and understood the information above, that I have read the Privacy Act information (link on the Main Menu), and further attest to the accuracy and completeness of the information in this application for accreditation as a Technical Representative.

NOTE: Once the SUBMIT button has been pressed, you will **NO LONGER** be able to log in and edit any of the data in your application.

[Back To Main Menu Page](#)

Housekeeping Options

WHICH ACTIONS ARE AVAILABLE CHANGES WITH STATUS



Generate | View Applicants

ation: [Logout of DCOPS](#) | [Main Menu](#)

DCOPS Technical Sup

sta Laws-CORContract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency

Below are the current applicant(s) you have generated a login for this contract/delivery order. To View, Approve or Deny the application, click on their Name. For all other Housekeeping tasks: Termination, Job Offer declined, Change of Permanent Address, Remove Applicant, Replace Applicant and Change of Duty location; click on their respective **Other Actions** link.

☐ Show All
☒ Only Active Applicants

Name	Position Location	Application Status	Housekeeping
Sullivan, Dennis	MA-Seckenheim System Engineer TE	Pending Review by COR	Other Actions

OTHER ACTIONS - PENDING REVIEW BY COR

COMMAND/ACTIVITY LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR Headquarters, United States Army, Europe, and Seventh Army, DoD Contractor Personnel Office, Unit 29150, APO AE 09100

SUBJECT: Technical Expert or Troop Care or Analytical Support Job Offer Not Accepted

1. The following individual (s) was/were approved for Troop Care/Technical Expert/Analytical Support status as defined in Article 72/73, North Atlantic Treaty Organization (NATO) Status of Forces Agreement (SOFA) Supplemental Agreement but did not accept employment with (Contractor Company Name).


- a. Name
- b. SSN
- c. Company
- d. Contract number
- e. Place of work

2. Please contact the undersigned at DSN XXX-XXXX if you have any questions.

If you have NEVER submitted this applicant to DCOPER and wish to completely remove them from DCOPS, use this option. You will be prompted to confirm that you wish to remove the applicant.

OTHER ACTIONS - FINAL OK

Name	Position Location	Application Status	Housekeeping
Sullivan, Dennis	MA-Seckenheim System Engineer TE	Final OK (Phase II Done)	Other Actions

 **DOCPer**
Online Processing System

Applicant Housekeeping Options

ion: [Logout of DCOPS](#) | [Main Menu](#) [DCOPS Technical Support](#)

Laws-COR Contract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency

Applicant Name: **Dennis Sullivan** Status: **Final OK (Phase II Done)**

[Job Offer Declined](#)

- Click the above link to upload the JOD memorandum, and to notify DOCPer
- If you do not have a JOD memo, [Click Here](#) to open a BLANK form

[Terminate Applicant](#)

- Click the above to upload the Termination memorandum, and to notify DOCPer
- If you do not have a Termination memo, [Click Here](#) to open a BLANK form

[Change of Duty Station](#)

- Click the above link to upload Change of Duty Station memorandum, and to notify DOCPer
- If you do not have a Change of Duty Station memo, [Click Here](#) to open a BLANK form

[Update Permanent Address](#)

- Click this link to fill out address information for this applicant, and to notify DOCPer

[Replace this Applicant](#)

- Click this link to change the applicant's status, and notify DOCPer
- NOTE: Once the replacement has been approved by DOCPer, you have 30 days to terminate this applicant.

JOB OFFER DECLINED

Calista Laws-COR

Contract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency

Below are the current applicant(s) you have generated a login for this contract/delivery order. To View, Approve or Deny the application, click on their Name. For all other Housekeeping tasks: Termination, Job Offer declined, Change of Permanent Address, Remove Applicant, Replace Applicant and Change of Duty location; click on their respective **Other Actions** link.

☒ Show All

☐ Only Active Applicants

<u>Name</u>	<u>Position Location</u>	<u>Application Status</u>	<u>Housekeeping</u>
Sullivan, Dennis	MA-Seckenheim System Engineer TE	Job Offer Declined	

Below are the Position(s) approved for this Contract/Delivery Order. Press the **Select** link to start the process of allocating a position to a potential applicant. (note: if the Select link is 'grayed-out', you have already allocated all of the positions for that Job)

	<u># Positions</u>	<u>Available</u>	<u>Job Position / Location Details</u>	<u>Job Status</u>
Select	2	2	MA-Seckenheim System Engineer TE	Approved
Select	1	1	Mannheim-Seckenheim Program/Project Manager (V.1) [Program Manager] AS	Approved

TERMINATE APPLICANT

Terminate Applicant

- Click the above to upload the Termination memorandum, and to notify DOC PER
- If you do not have a Termination memo, [Click Here](#) to open a BLANK form

Laws-COR

Contract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency

Applicant Name: **Dennis Sullivan** Status: **Final OK (Phase II Done)**

[Return to View Applicants](#)

[Cancel](#)

To Terminate this applicant you must upload the Termination Memorandum signed by the COR. If you do not have an electronic version of the this memorandum, please click the CANCEL button and upload the appropriate blank form on the Applicant Housekeeping Options web page.

First, click the Browse button and find the file that contains the required documentation. Once the Source has been selected, press the Upload Button.

Select Source:

[Browse...](#)

[Upload](#)

CHANGE OF DUTY STATION

[Change of Duty Station](#)

- Click the above link to upload Change of Duty Station memorandum, and to notify DOCPER
- If you do not have a Change of Duty Station memo, [Click Here](#) to open a BLANK form

Laws-COR

Contract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency

Applicant Name: **Dennis Sullivan** Status: **Final OK (Phase II Done)**

[Return to View Applicants](#)

[Cancel](#)

For Change of Duty locations, you must upload a Change of Duty Station Memorandum signed by the COR. If you do not have an electronic version of this memorandum, please click the CANCEL button and upload the appropriate blank form on the Applicant Housekeeping Options web page.

First, click the Browse button and find the file that contains the required documentation. Once the Source has been selected, press the Upload Button.

Select Source:

[Browse...](#)

[Upload](#)

UPDATE PERMANENT ADDRESS

[Update Permanent Address](#)

- Click this link to fill out address information for this applicant, and to notify DOCPER

a Laws-COR

Contract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency

Applicant Name: **Dennis Sullivan** Status: **Final OK (Phase II Done)**

[Return to View Applicants](#)

[Cancel](#)

Work Phone (include country code)

Home Phone (include country code)

Please give the applicant's home address (not their place of business); and **NO** military address.

Address 1:

Address 2:

City:

Postal Code:

Country ☐ Germany ☐ Other ☐ United States

Save Address & Notify DOCPER

REPLACE THE APPLICANT

[Replace this Applicant](#)

- Click this link to change the applicant's status, and notify DOCPER
- NOTE: Once the replacement has been approved by DOCPER, you have 30 days to terminate this applicant.

[Declined](#)

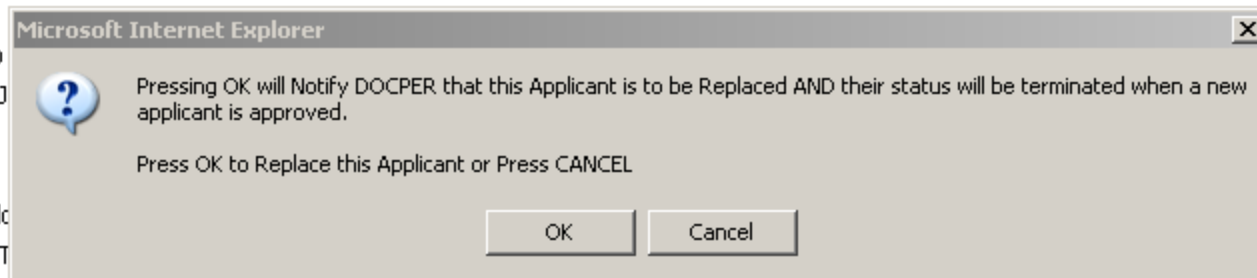
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[of Duty Station](#)

ie above link to upload Change of Duty Station memorandum, and to notify DOCPER



TERMINATING A REPLACED APPLICANT

Below are the current applicant(s) you have generated a login for this contract/delivery order. To View, Approve or Deny the application, click on their Name. For all other Housekeeping tasks: Termination, Job Offer declined, Change of Permanent Address, Remove Applicant, Replace Applicant and Change of Duty location; click on their respective **Other Actions** link.

☐ Show All

☒ Only Active Applicants

Name	Position Location	Application Status	Housekeeping
Sullivan, Dennis	MA-Seckenheim System Engineer TE	Replaced	Other Actions

Applicant Name: **Dennis Sullivan** Status: **Replaced**

[Return to View Applicants](#)

[Cancel](#)

[Terminate Applicant](#)

- Click the above to upload the Termination memorandum, and to notify DOCPER
- If you do not have a Termination memo, [Click Here](#) to open a BLANK form

REQUESTING CONTRACT APPROVAL MODIFICATIONS

Processing Options*			Contract Number	Delivery Order	Contract Status	Status Date
Contract	Applicants	Request Mod	000IT-10D-2009	ITALY	Approved by DOCPER	25 Oct 2008
Contract	Applicants	Request Mod	000CYL-09-D-2009	User Manual	Final OK (Phase I Done)	03 Dec 2008
Contract	Applicants	Request Mod	DP104-09-D-0149	TEST	Pending Submission-DOCPER	03 Nov 2008
Contract	Applicants	Request Mod	XXXA42-03-D-0007	0025	Mod Requested by COR	22 Jan 2008

Submit Request a Mod or Change

Cancel

What is the nature of the modification or change?

☐ **Contract Extensions**

- DOCPER must report Contract Extensions to German officials

☐ **Job | Positions | Locations; Prime Company; or subcontractor changes**

- DOCPER must report modifications to German officials
- Contract modifications have to be approved by the Contracting Officer

☐ **Corrections | Clarifications**

- No notification, etc
- This action does not require contracting officer approval

Press the SUBMIT button to send an email to DOCPER.

CONTRACT EXTENSIONS

Contract Status: **Final OK (Phase I Done)**

[Generate Contract Notification Form](#)

[Request Contract Extension](#)

[Update PM Details](#)

Upload Contract Extension documentation

Click the Browse button and find the contract extension file. Then press the Upload Button. NOTE: As soon as you upload the file, DOCPER will receive an email notifying them of this contract extension request.

Select Source:

[Browse...](#)

[Upload File & Notify DOCPER](#)

[Return to Contract Review](#)

Uploaded Documentation

No files referring to this contract's documentation have been uploaded

CHANGES REQUIREING BILATERAL ACTION

Submit Request a Mod or Change

Cancel

What is the nature of the modification or change?

☐ **Contract Extensions**

- DOCPER must report Contract Extensions to German officials

☐ **Job | Positions | Locations; Prime Company; or subcontractor changes**

- DOCPER must report modifications to German officials
- Contract modifications have to be approved by the Contracting Officer

☐ **Corrections | Clarifications**

- No notification, etc
- This action does not require contracting officer approval

Change/Update Program Manager

UPDATE PM DETAILS

Once your contract has been approved by DOCPER an "Update PM Details" link will appear on the Contract Review web page.

DOCPER Contractor Online Processing System - Microsoft Internet Explorer

DOCPER
Contractor Online Processing System

Contract Notification Form Review

Navigation: [Main Menu](#)

Robert Clarke Contract: XXXXX-03-D-B007 DO: 0179 Company: Computer Sciences Corporation

Please review the information listed below

Contract Status: **Final OK (Phase I Done)** [Generate Contract Notification Form](#) [Request Contract Extension](#) [Update PM Details](#)


Uploaded Documentation

No files referring to this contract's documentation have been uploaded

Below is all of the information you have entered into the Contract Notification Form.


Contract Details			
Article Number	73	Contract Number	XXXXX-03-D-B007

UPDATE PM DETAILS

**DOCPer**
Contractor Online Processing System

Update Program Manager Details

Navigation: [Logout of DCOPS](#) DCOPS Technical Support

Calista Laws-COR 

Save & Return to Contract Review

Save

Cancel & Return to Contract Review

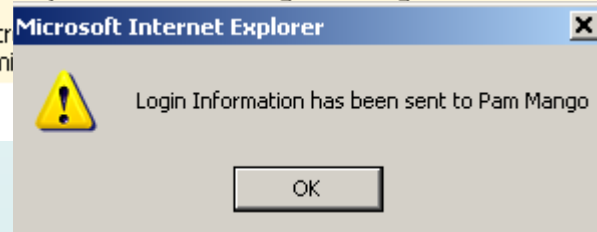
Are you updating this PM's current information or creating a new PM? ☐ Update current PM ☒ New PM

Provide the following information for program manager or other responsible party IN **GERMANY** (with civilian German Address)---If management is located in the USA, provide the senior contract representative in Germany.

E-Mail	<input type="text"/>		
First Name	<input type="text"/>	Last Name	<input type="text"/>
Phone	<input type="text" value="0621-487-4040"/>	FAX:	<input type="text" value="0621-487-4100"/>
Address 1	<input type="text" value="Badener Platz"/>	Address 2	<input type="text" value="Geb 968"/>
City	<input type="text" value="MA-Seckenheim"/>	Postal Code	<input type="text" value="68239"/>
Country	<input checked="" type="radio"/> Germany <input type="radio"/> Other <input type="radio"/> United States		<input type="text" value="Baden-Wuerttemberg"/>

Do you want to Delegate the filling out of your Form to this Program Manager? ☒ YES ☐ NO

Note: By selecting "YES", you will be able to fill out all of the information required in this form, but only you will be able to Submit.



UPDATING SALARY



Review Applicant Information and Set Status

[Logout of DCOPS](#) | [Main Menu](#) | [Generate](#) | [View Applicants](#)[DCOPS Technical Support](#)

Calista Laws-CORContract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency

[Generate an unsigned Form 715-9C](#)

[Upload Applicant Documentation](#)

Request SOFA Stamp (AE600_77A)

[View Applicant Documentation](#)

Application Status: **Pending Submission to COR**

[Return to View Applicants](#)

Annual Salary: \$ (annual salary--no commas)

[Update Salary](#)

Email Address: [Change/Modify Applicant Login](#) [dsullivan@test.com]

General Personal Details	
Last Name:	Sullivan Title: Mr.
First Name(s):	Dennis
Middle Name:	
Citizenship:	US
Place of Birth:	Phoenix AZ United States
Date of Birth:	06-Aug-1953
SSN:	987-65-4321

